



## JACOB K. JAVITS CONVENTION CENTER OF NEW YORK®

**Job Title:** HR Coordinator

**Department:** Human Resources

**Supervisor:** Melissa M. Vele, Director of Human Resources

**Human Resources Representative:** Melissa Vele, Director, Human Resources

Applicants can submit their resume via: fax (212 216-4484), e-mail [hronline@javitscenter.com](mailto:hronline@javitscenter.com) or mail to Human Resources, Jacob K. Javits Convention Center of New York, and 655 West 34<sup>th</sup> Street, NY, NY, 10001.

### **Job Summary:**

The HR Coordinator is an integral part of the HR team at the Javits Center. The HR Coordinator will be responsible for updating employee information in the HRIS system, answering employee inquiries, assisting with administrative duties for recruitment and onboarding as well as other special projects as assigned. The HR Coordinator will be able to multi task and have the ability to work on multiple projects at the same time.

### **Duties and Responsibilities**

- Participate in the administration of policies, procedures, and programs
- Assist with providing HR consulting and counseling to managers and employees for all facets of HR including but not limited to: issue and conflict resolution, policy interpretation and compliance, performance coaching and progressive discipline.
- Assist with supporting managers in employee discipline actions; provide advice and counsel on verbal conversations and written documentation to ensure feedback and expectations are clearly communicated and understood by manager and employee.
- Assist with providing expertise, advise, counsel, coaching and implementation support to department management on HR issues.
- Assist with resolving issues with employees, managers and union representatives regarding employee issues, such as investigation of complaints, handling disciplinary matters, and performance improvement plans.
- Responsible for the recruitment, hiring and staffing for the Environmental Solutions department.
- Recruit, interview and process new hires.
- Update employee information in HRIS system.
- Perform other duties as assigned.

### **Requirements:**

- Bachelor's Degree in HR or related field.
- Minimum of 2-3 years of HR experience in a HR Coordinator role.
- Working knowledge of HR policies and procedures, employment law, EEO.
- Must possess problem-solving abilities along with strong time-management & prioritization skills.
- Excellent communication skills, including ability to handle confidential information.
- Strong organizational, project management and customer service skills.
- Proficiency in MS Office and Kronos.
- Experience in hospitality or event management a plus.
- Experience working in a 24/7 unionized environment a plus.
- Bilingual Spanish strongly preferred.