



Position Title: Human Resources Coordinator

Department: Human Resources

Supervisor: Director of Human Resources

Applicants can submit a resume via e-mail to careers@javitscenter.com. Please include salary expectations in the email.

The Javits Center has been considered the busiest convention center in the United States, hosting the world's leading conventions, trade shows and special events on Manhattan's West Side. These large-scale events have generated more than \$2 billion in annual economic activity for New York City and New York State, supporting as many as 18,000 jobs in and around the facility. Located on 11th Avenue between West 34th Street and West 40th Street, the iconic structure has played a prominent role in New York's recovery and resurgence, and with a state-of-the-art expansion project recently completed, the venue features more than 850,000 square feet of total exhibition space, two new floors of new meeting room space, a rooftop pavilion and terrace, as well as a range of catering, sustainability, and technology services.

Job Summary:

The Human Resources Coordinator is an integral part of the Human Resources 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 multitask and have the ability to work on multiple projects at the same time.

Key Job Accountabilities:

- 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.

Qualifications:

- **Must be fully vaccinated against COVID-19 and any additional vaccinations against COVID-19 as recommended by health officials during your employment.**
- **Must work full-time onsite at the Javits Center.**
- 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.

The policy of this company prohibits any employment practice which in any way discriminated or tends to discriminate against any person, employees, or employment with respect to conditions or privileges of employment because of an individual's race, color, religion, national origin, ancestry, marital status, non-job-related disability, pass service in the Armed Forces of the United States, sex, or age as provided by law. NY CONVENTION CENTER OPERATING CORPORATION IS AN EQUAL OPPORTUNITY EMPLOYER.