



**Position Title:** Human Resources Generalist

**Department:** Human Resources

**Supervisor:** Director of Human Resources

**Applicants can submit a resume via e-mail to [careers@javitscenter.com](mailto:careers@javitscenter.com).**

The Javits Center is 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 billions of dollars in annual economic activity for New York City and New York State, supporting thousands of jobs in and around the facility. Located on 11<sup>th</sup> Avenue between West 34<sup>th</sup> Street and West 40<sup>th</sup> 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 meeting room space, a rooftop pavilion and terrace, as well as a range of catering, sustainability, and technology services.

#### **Position Summary:**

The Human Resources Generalist will have both strategic and administrative responsibilities and will assist in running the daily functions of the Human Resources department. The ideal candidate will be an organized and experienced strategic partner.

The hiring range for this position is \$60,000.00 - \$70,000.00 annually (paid on a bi-weekly basis). The base rate of pay offered will be dependent upon candidates' relevant skills and experience.

Interested candidates must be willing to work full-time onsite at the Javits Center and must be fully vaccinated against COVID-19 and any additional vaccinations against COVID-19 as recommended by health officials during their employment.

#### **Essential Functions:**

- Provide guidance to employees, managers, and job applicants regarding employment and company policies related inquiries.
- Attend and participate in employee disciplinary meetings, terminations, and investigations.
- Recruit, interview, and facilitate the hiring of qualified job applicants; collaborating with department managers to understand skills and competencies required for open roles.



- Manage administrative tasks for onboardings, new-hire orientations, and exit interviews, including data entry in human resources information systems (HRIS) and audits for accuracy and compliance.
- Assist with creating and managing employee engagement activities and employee recognition programs.
- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment laws.
- Review policies and practices to ensure compliance with federal and state employment laws.
- Suggest new policies and procedures for improving employee experience as well as the efficiency of the company and HR department.
- Perform other duties as assigned.

#### **Qualifications:**

- At least 2 years of Human Resources Generalist experience demonstrating a working knowledge of multiple human resources disciplines.
- PHR, SPHR, or SHRM-CP certification preferred.
- Excellent computer skills, and proficient with UKG Pro, Microsoft Office, HRIS systems, and time keeping systems preferred.
- Advanced knowledge of federal and state employment laws.
- Advanced organizational, analytical and project management skills, with particular attention to quality and detail.
- Exceptional communication (written and verbal), interpersonal and problem-solving skills; ability to have difficult conversations.
- Ability to work a flexible schedule, including an occasional weekend day.
- Bachelor's degree or equivalent work experience in a unionized environment is a plus.

*The policy of this company prohibits any employment practice which in any way discriminates or tends to discriminate against any person, employee, 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, past 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.*

*In adherence to our commitment to fostering an inclusive and accessible workplace, the Javits Center extends its dedication to providing reasonable accommodations. Candidates requiring adjustments during the application process or employees seeking workplace accommodations are encouraged to liaise with our Human Resources department. Our organization is unwavering in its resolve to ensure equitable opportunities and a workplace environment characterized by support and fairness for all.*