



Position Title: Human Resources Coordinator

Classification: Non-exempt

Department: Human Resources

Supervisor: Director of Human Resources

Applicants can submit a resume via e-mail to 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 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 meeting room space, a rooftop pavilion and terrace, as well as a range of catering, sustainability, and technology services.

Position 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.

The hiring range for this position is \$25.00 - \$32.00 hourly. The rate of pay offered will be dependent upon the candidate's 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 your employment.



Essential Functions:

- Provide guidance to employees, managers, and job applicants regarding employment and company policies related inquiries.
- Assist with administrative tasks for onboardings, new-hire orientations, and exit interviews, including data entry in human resources information systems (HRIS).
- Assist with the recruitment and interview process, screening candidates, scheduling meetings and interviews, tracking status of candidates and following up throughout.
- Photocopy, scan, and email documents.
- File documents into appropriate employee files.
- Prepare correspondence as requested.
- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment laws.
- Perform other duties as assigned.

Qualifications:

- At least 1 year of Human Resources experience demonstrating a working knowledge of multiple human resources disciplines.
- PHR, SPHR, or SHRM-CP certification preferred.
- Bachelor's degree in human resources or related field and/or equivalent experience.
- Excellent computer skills, and proficient with HRIS systems, UKG, Microsoft Office, and time keeping systems.
- Excellent verbal and written communication skills.
- Ability to handle confidential information.
- Ability to work a flexible schedule, including an occasional weekend day.
- 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 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.