



**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). 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 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 new meeting room space, a rooftop pavilion and terrace, as well as a range of catering, sustainability, and technology services.

**Job Summary:**

The Human Resource Generalist will be assisting in running the daily functions of the Human Resource (HR) department including hiring and interviewing staff, administering pay, benefits, and leave, and enforcing company policies and practices.

**Key Job Accountabilities:**

- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings
- Attend job fairs and other recruitment opportunities
- Conducts or acquires background checks and employee eligibility verifications.
- Assists in new hire orientation and employee recognition programs
- Facilitate new hire orientation and other training programs
- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Compiling monthly reporting



- Attends and participates in employee disciplinary meetings, terminations, and investigations
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Performs 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 or equivalent work experience in a unionized environment.
- Two plus years of human resources generalist experience demonstrating a working knowledge of multiple human resources disciplines
- Proficient with an HRIS systems, MS Office Suite and a time keeping system
- Excellent organizational, analytical and project management skills, with particular attention to quality and detail
- Ability to motivate staff with employee engagement activities.
- The ability to be flexible, self-directed, motivated, and able to interact with employees at all levels
- Ability to work a flexible schedule, including an occasional weekend day
- Exceptional communication (written and verbal), interpersonal and problem-solving skills; ability to have difficult conversations
- Knowledge of Federal and State employment law
- PHR/SPHR certification is a plus

*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.*