



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. Please include salary expectations in the email.

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 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. 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 Generalist will have both administrative and strategic responsibilities and will assist in running the daily functions of the Human Resources department. The ideal candidate will be organized, experienced, and a dedicated strategist and planner.

The hiring range for this position is \$65,000.00 - \$75,000.00 annually (paid on a bi-weekly basis). The rate of pay offered will be dependent upon candidates' relevant skills and experience.

Key Responsibilities:

- Provide guidance to employees, supervisors, and applicants regarding employment and company policy related inquiries.
- Assist in conducting workplace investigations.
- Maintain physical and digital documents and employee files.
- Review policies and practices to ensure compliance with federal, state, and local employment laws.
- Suggest new policies and procedures for improving employee experience as well as the efficiency of the HR department and company.



- Attend and participate in employee disciplinary meetings, terminations, and investigations.
- Handle administrative tasks for onboarding, 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.
- Recruit, interview, and facilitate the hiring of qualified job applicants for open positions; collaborating with department managers to understand skills and competencies required for openings.
- 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:

- Two plus years of Human Resources Generalist experience demonstrating a working knowledge of multiple human resources disciplines.
- PHR/SPHR or SHRM-CP certification.
- Advanced knowledge of federal, state, and local employment laws.
- Excellent computer skills, Microsoft Excel experience, and demonstrated skills in database management and record keeping.
- 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.
- 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.

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.