



**Position opening: Human Resources Manager**

**Facility Name: Irving Convention Center**

**Location: Irving, TX**

**POSITION: Human Resource Manager**

**DEPARTMENT: Administration**

**REPORTS TO: General Manager**

**FLSA STATUS: Salaried Exempt**

### **Summary**

Perform all aspects of Human Resource Operations, as well as administration and maintenance of all Facility Benefit Programs, consistent with SMG policies by performing the following duties.

### **Essential Duties and Responsibilities**

Include the following. Other duties may be assigned.

- Follows SMG Human Resources policies to assure compliance with legal requirements and government reporting regulations affecting human resources functions. Maintains compliance with state regulations concerning employment
- Administers various Human Resources plans and procedures for all facility personnel
- Performs recruitment activities. Writes and places advertisements. Recruits, interviews, tests, and selects employees to fill vacant positions
- Plans and conducts new employee orientations
- Keeps records of benefits plans participation such as insurance and pension plan, personnel transactions such as hires, promotions, transfers, performance reviews, and terminations, and employee statistics for government reporting
- Coordinates training or trains Managers in interviewing, hiring, terminations, promotions, performance management, performance review, safety, and sexual harassment. Coordinates training or trains employees in SMG Customer Service Training
- Advises management in appropriate resolution of employee relations issues. Advises the corporate office of EEOC complaints and other employee relations problems
- Responds to inquiries regarding policies, procedures, and programs
- Administers performance review and salary administration program
- Administers benefits programs such as life, health, dental and disability insurances, pension plans, vacation, sick leave, leave of absence, and employee assistance
- Investigates accidents and prepares reports for insurance carrier
- Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations

## **Supervisory Responsibilities**

Directly supervises administrative employees in the Human Resources Department. HRD carries out supervisory responsibilities in accordance with SMG's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

## **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Education and/or Experience**

- Bachelor's Degree (BA) from four-year college or university
- 2 to 3 years related experience and/or training
- Or equivalent combination of education and experience
- Experience administering benefit programs

## **Skills and Abilities**

- Solid knowledge of principles and practices of personnel administration
- Strong analytical and problem solving skills
- Excellent verbal, written and interpersonal skills essential
- Familiarity with COBRA, ERISA, FMLA and related state and federal regulations required

## **Computer Skills**

To perform this job successfully, an individual should be proficient in Word and Excel. Experience with ADP or HRIS software payroll systems desirable.

## **Other Qualifications**

Irregular hours and minimal land and/or air travel may be required.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to move around the facility; to stand for long hours during events; talk and hear. This position may require work inside or outside of the building, as needed by events.

### **Note**

The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

### **To Apply**

This position offers a competitive salary and benefit package. **Please send a copy of your most recent resume and cover letter which includes salary requirements to:**

Brittany Cothran  
hr@irvingconventioncenter.com  
Irving Convention Center  
500 W. Las Colinas Blvd.  
Irving, TX 75039  
Fax: 972-401-7729

Applicants that need reasonable accommodations to complete the application process may contact- Brittany Cothran at 972-401-7751

SMG is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.