

Human Resources and Operations Assistant

August 2017

If you like working with a talented team, being busy, having fun at work, and being part of the economic engine that helps drive the Greater Madison area, joining our creative crew could be a great fit for you!

The Company

The Greater Madison Convention and Visitors Bureau (GMCVB), and the Madison Area Sports Commission (MASC) are passionate about promoting the Madison area to visitors and locals alike. We do it by:

- Attracting new conventions, sporting events and competitions to the community
- Providing expert service and support to people who visit Madison for events
- Sharing relevant and timely information about all there is to see and do in our city
- Conducting and analyzing tourism research
- Building our local economy!

The Position

The Human Resources and Operations Assistant will participate in providing and supporting the human resources and operations needs of the Greater Madison Convention & Visitors Bureau, and the Madison Area Sports Commission.

For more details and the job description [click here](#), or visit our website at <http://www.visitmadison.com/about-us/employment-opportunities/>.

The Minimum Qualifications

- Bachelor's degree and 2-3 years of relevant experience, or equivalent combination of experience required.
- Previous HR experience with working knowledge of HR practices, basic employment law, and benefits administration
- Proficiency in computer based systems (Word, Excel, Outlook)
- Strong written and verbal communication skills
- Strong organizational and time management skills
- Proactive, anticipatory work style
- Commitment to quality and accuracy, to include excellent attention to detail

Why You Should Apply?

- Creative work with supportive, collaborative co-workers
- New office space on the vibrant Capitol Square

- Generous benefits package
- Promote the Madison area
- Help grow the local economy

How to Apply

Send **cover letter with salary requirements and resume** to operations@visitmadison.com, or by mail to:

GMCVB
Recruitment
22 E Mifflin Street, Suite 200
Madison, WI 53703

Applications will be reviewed upon receipt. Please submit your application as soon as possible for early consideration.