



Position Announcement:
Greenville, South Carolina



POSITION: Human Resources Manager
DEPARTMENT: Human Resources
REPORTS TO: General Manager
FLSA STATUS: Salaried/Exempt

Overview

SMG, the leader in privately managed public assembly facilities, has an excellent and immediate opening for Human Resources Manager at the Greenville Convention Center, located in lovely Greenville, South Carolina. The Human Resources Manager will perform all aspects of Human Resource Operations, as well as administration and maintenance of all Facility Benefit Programs, consistent with the company's policies by performing the following duties.

Responsibilities

- Follows company 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 Customer Service.
- 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, 401k, vacation, sick leave, leave of absence, and employee assistance. Serves as the COBRA Administrator for facility.
- Investigates accidents and prepares reports for insurance carrier.
- Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations.

Qualifications

- Bachelor's Degree (BA) from four-year college or university

- 3+ years related experience and/or training or equivalent combination of education and experience
- Experience administering benefit programs
- 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
- To perform this job successfully, an individual should be proficient In Word and Excel.
- Experience with ADP or similar HRIS software / payroll systems desirable.

TO APPLY:

If you meet the minimum qualifications listed above and are interested in this position, you may apply at:

https://recruiting.adp.com/srccar/public/RTI.home?c=1152751&d=ExternalCareerSite&r=5000477565406&_fromPublish=true#/

Recruiter:

David Wilson
SMG – Greenville Convention Center
One Exposition Drive, Greenville, SC 29607

Applicants that need reasonable accommodations to complete the application process may contact 864-255-5868

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