

**Job Title: HR Generalist****Position Purpose**

The Human Resources / Office Administration Assistant is a dual role involving some human resources and all office management responsibilities. This role is responsible for performing some HR-related duties on a professional level in the following HR functional areas; employee relations, onboarding, policy development and implementation, recruitment/training and employment law compliance, and filing. The office manager component of this position is responsible for overall front office activities, act as an Administrative Assistant, purchasing requests, and facility management of the office suite and building compliance.

**Essential Duties and Responsibilities**

The ideal candidate is an independent action oriented individual comfortable working in a multicultural team environment, with sincerity and integrity, and capable of possessing confidential information about our business and employees. Effective, pro-active and action-oriented, customer service oriented, and willing to be a change agent.

**Key Human Resource Responsibilities**

- Develops and builds hiring processes for all exempt and nonexempt personnel, students, interns, and temporary employees. Leads sourcing and recruiting initiatives to leverage networking and employee referrals. Extends job offers.
- Assists managers and staff with employee relations matters, coordinates employee information, understands employee issues, and providing an entry point to Senior Management for issue resolution.
- Ensure job descriptions are kept current and updated as necessary.
- Handles employee relations counseling, outplacement counseling, and exit interviewing.
- Responsible for maintenance of all human resource records/files and compliance thereof.
- Review employee handbook annually.
- Develop appropriate policies and programs for effective management of the people resources of the organization. Included in this area but not limited only to the following would be programs for employee relations, sexual harassment/discrimination, employee complaints, career development, and leadership.
- Administers various human resource plans and procedures for all company personnel; assists in the development and implementation of employee handbook and personnel policies and procedures, in conjunction with senior management.
- Maintains company organization charts and the employee directory.

**Key Office Management Responsibilities**

- Answers all mainline telephone calls.
- Perform general office administrative tasks, including mailing functions, organizational projects, purchase orders, producing and distribute sales reports, timelines, and general record keeping.

- Checks incoming mail daily and distributes to the office. Prepares outgoing mail using an online postage system and FedEx.
- Participates as needed in special department projects.
- Supervises and coordinates overall administrative and office activities.
- Supervises the maintenance and alteration of office areas and equipment, as well as layout, arrangement, and housekeeping of office facilities.
- Negotiates the purchase of office supplies and furniture, office equipment, etc., for the entire staff in accordance with company purchasing policies and budgetary restrictions.

### **Knowledge and Abilities**

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

- Ability to be present in the office and travel.
- Ability to pass a background check and drug screening test.

### **Education**

- 4+ years' experience working with and supporting Executives and Senior management
- BA minimum, MBA preferred or equivalent years of relevant experience in Business or Communications.

### **Qualifications & Work Experience**

- Highly skilled in communication, both written and verbal
- Analytical skills
- Planning and execution skills
- Ability to work strategically and collaboratively across and up and down the organization.
- Methodical skills to facilitate processes and assessment skills.
- Experience in an HR role with Project Manager experience a plus.

### **Physical Demands**

The physical demands listed here are representative of those that must be met by an employee to successfully perform the essential functions of his/her job. Under the ADA, reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Ability to work long hours on-site during shows.
- Ability to sit, stand, walk up and down stairs, crouch, stoop, and reach.
- Ability to lift up to 25 lbs.
- Ability to travel to shows when needed.

### **Work Environment**

The work environment characteristics listed here are representative of those an employee encounters while performing the essential functions of the job. Under the ADA,

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

- Basic office environment
- Basic trade show environment

The above statements are intended to describe the general nature and level of work being performed by an individual assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Messe Frankfurt, Inc. reserves the right to modify this job description at any time.