



**POSITION:** Human Resources Director  
**DEPARTMENT:** Finance and Administration  
**REPORTS TO:** AGM- Finance and Administration  
**FLSA STATUS:** Salaried/Exempt

### **Summary**

ASM Global, the leader in privately managed public assembly facilities, has an excellent and immediate opening for a Human Resources Director at the McCormick Place Convention Center. The Human Resources Director is responsible for the facility's overall Human Resources function including but not limited to compensation, benefits, performance management, labor relations, employee communications, training & development, diversity, HRIS interface with payroll, succession planning, recruitment, and compliance while remaining consistent with ASM Global policies & programs.

### **Essential Duties and Responsibilities**

- Follows ASM Global Human Resources policies to ensure compliance with legal requirements and government reporting regulations affecting human resources functions. Maintains compliance with federal, state and local regulations concerning employment.
- Administers various HR plans and procedures; assists in developing and implementing company policies and procedures; provides input to update and maintain the employee handbook.
- Acts as a business partner with leadership to deliver effective HR solutions across all departments.
- Oversees the full cycle recruitment efforts to including sourcing, interviewing, hiring and onboarding. Develops and implements community outreach programs. Maintains facility Affirmative Action Plan Documents.
- Oversees the maintenance of personnel/medical/confidential files, I-9, and background check files.
- Ensures timely and effective evaluation of employees to monitor performance and increase personnel development.
- Administers wage and salary administration for all levels within the organization, including the annual performance evaluation process.
- Administers benefits programs such as life, health, dental and disability insurances, pension plans, vacation, sick leave, leave of absence, and employee assistance.
- Educates team members on ASM Global benefit programs during new hire orientation, processing life event changes and annual open enrollment.
- Works with Third Party Administrators to process Worker's Compensation Claims, FMLA/Disability Claims and live event changes.
- Ensures the accuracy of data within the HRIS system. Liaison with Payroll to process payroll and benefits for all McCormick Place Team members including, including non-exempt union/non-union employees as well as exempt staff. Reviews and edits inputs; researches errors and works to prevent similar errors in future.
- Serves as the point of contact for union employment relations, actively communicate with labor unions, and be part of the negotiating team during labor negotiations.

- Handles the investigation and disposition of grievances working with management and business representatives(s) to arrive at an agreeable solution.
- Plans and coordinates employee communications, events, recognition programs and training programs.
- Advises management in appropriate resolution of employee relations issues. Advises Managers on how to effectively coach and counsel their employees and assists them with conflict resolution documentation and delivery of corrective action.
- Performs other job-related duties as assigned.

### **Supervisory Responsibilities**

Carries out supervisory responsibilities in accordance with ASM Global'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 Experience**

- Bachelor's Degree in the area of Human Resources, Organization Behavior or Labor Relations.
- 7+ years related experience within Human Resources.
- 5 years' experience as a Senior HR Manager or Director including recruiting, benefits, employee relations.
- Experience leading and/or supporting organization design and change management initiatives.
- Experience coaching/counseling management at the executive level.
- Prior experience working in a unionized environment is highly preferred.

### **Skills and Abilities**

- Knowledge of HR strategies; workforce planning, compensation, talent management.
- Knowledge of Federal, state and local labor and employment laws.
- Organized, detail-oriented, and creative problem solver with a drive to influence change.
- Capable of managing multiple priorities and delivering results in a high-performance environment.
- Ability to understand organizational challenges and resolving them by implementing effective HR strategies.
- Excellent interpersonal skills with the ability to interact with all levels of the organization.
- Knowledge of, or past exposure to, labor regulations and collective bargaining agreements.

### **Computer Knowledge**

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

**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. Close vision for review of HR information on a PC monitor, as well as, hard copy output.

While performing the duties of this job, the employee is regularly required to sit for long hours; use hands to handle files, type and operate office machines; to talk and hear on the telephone. Specific vision abilities required by this job include close vision to handle office correspondence.

**Hours of work and travel requirements**

Regular business hours.

**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.

**Please use the below link to apply.**

**External Candidates:**

[https://recruiting.adp.com/srccar/public/RTI.home?c=1152751&d=ExternalCareerSite&r=5000794902206#/  
06#/](https://recruiting.adp.com/srccar/public/RTI.home?c=1152751&d=ExternalCareerSite&r=5000794902206#/)

**Internal Candidates:**

<https://recruiting.adp.com/srccar/nghome.guid?c=1152751&d=InternalCareerSite&r=5000794902206#/>

Recruiter- Stella Butera  
McCormick Place – ASM Global  
301 E. Cermak Rd, Chicago, IL. 60616

Applicants that need reasonable accommodations to complete the application process may contact 312.791.7000.

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

**We will only accept applications from 11-18-21 to 12-18-21**