



POSITION: Scheduling Coordinator
DEPARTMENT: Security
REPORTS TO: Security Manager
FLSA STATUS: Salaried/ Non-Exempt

Summary

ASM Global, the leader in privately managed public assembly facilities, has an excellent and immediate opening for a Scheduling Coordinator at the McCormick Place Convention Center. This position is responsible for the scheduling and payroll function of the unionized security force which will be done based upon event information, department policies and in compliance with Collective Bargaining Agreement. In addition, this position will schedule Off Duty Chicago Police Officers based on event requests and will assist in a backup capacity for other department needs.

Essential Duties and Responsibilities

- Creates Security bi-weekly work schedule, utilizing the payroll scheduling software, in accordance with the needs of the facility and in compliance with the Collective Bargaining Agreement (CBA).
- Monitors and approves bi-weekly payroll hours ensuring employees punch in and out according to their work schedules.
- Reviews benefit hours (accrued & taken) and confirms that they are accurate and in compliance with attendance policies and procedures.
- Recommends disciplinary actions for attendance infractions based on CBA and company policies.
- Monitors absences and contacts additional staff to work as needed.
- Facilitates department FMLA administration by submitting leave of absence forms to Third Party Leave Administrator and Human Resources Department.
- Oversees the facility Off Duty Chicago Police Program scheduling CPD officers based on Event Requests.
- Serves as backup for generating IDs & Parking Passes, Lost & Found, and Building Entry & Exit (BEEP) processes.
- Generates and maintains reports as needed.
- Performs other duties as required.

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.

Education and Experience

- Must have a High School Diploma or equivalent.
- Minimum 2 years administrative experience, preferably performing scheduling and/or payroll duties.
- Previous experience in union environment is highly preferred.

Skills and Abilities

- Excellent communication, interpersonal and organizational skills.
- Ability to remain flexible and adjust to situations as they occur.
- Ability to work independently and exercise good judgment.
- Must possess professional presentation, appearance and work ethic.
- Ability to interpret CBA rules and regulations.

Computer Knowledge

- Proficient in Microsoft Word, Excel, and PowerPoint.
- Prior experience utilizing a payroll or scheduling software or ability to learn.

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 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 creating and viewing schedules also close vision to handle office correspondence, etc.

Hours of work and Travel Requirements.

Normal 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=5000794900006#/>

Internal Candidates:

<https://recruiting.adp.com/srccar/nghome.guid?c=1152751&d=InternalCareerSite&r=5000794900006#/>

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 11-15-21 to 11-26-21