Amerivents is looking hire a Full-time Sports and Special Events Talent Coordinator to work in NYC.

**Job description**

**About us**

Amerivents is a full-service hospitality organization that provides staffing services for events of every scale. At the core of Amerivents is our passion to serve people. We strive to deliver a superior client and guest experiences that reflect this passion.

Since its founding in 2007, Amerivents has built on its original promise of Smart Service—anticipating the needs of every guest, respecting the line between attentiveness and obtrusion, contributing to a welcoming atmosphere, and recognizing and seizing opportunities to go above and beyond for the benefit of the client—to develop what is today a full suite of hospitality offerings for clients.

Amerivents provides staffing support for private and executive dining rooms, off-premises caterers, and large-scale sports and entertainment events. This includes the US Tennis Open, KY Derby, the Met Opera, Lincoln Center, Fortune 500 locations, and exciting sports stadiums!

Our service professionals are an elite collection of talented and intelligent people, hand-picked for their experience and professionalism in service and hospitality.

**Sports & Special Events Talent Coordinator**

Amerivents is a full-service hospitality organization that provides staffing services and event management for events of every scale. At the core of Amerivents is our passion to serve people. We strive to deliver a superior client and guest experiences that reflect this passion.

The Sports & Special Events Human Resources Generalist is directly responsible for scheduling/booking staff including contracting, scheduling and administering staff for events.

Additionally, this role is responsible for the administration, coordination, and evaluation of the human resources function and should fulfill indicated administrative duties.
Responsibilities

· Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

· Assist in interviewing, coaching, and counseling talent.

· Develop and mentor talent and act as a resource to them.

· Communicate with clients regarding their staffing needs and fill all required positions.

· Schedule/book all staff as per the standards and procedures established by the client.

· Supporting sports & entertainment events.

· Maintains knowledge of industry trends and employment legislation for agency compliance.

· Communicates changes in agency personnel policies and procedures and ensures proper compliance is followed.

· Assists executive management in the annual review, preparation, and administration of agency wage and salary program.

· Coordinates or conducts exit interviews to determine reasons behind separation.

· Works directly with department managers to assist them in carrying out their responsibilities on personnel matters.

· Maintains a human resource system that meets agency personnel information needs.

· Participates in committees and special projects and seeks additional responsibilities.

· Field office calls and other assignments as directed by supervisor.

Competencies

· Ethical Conduct.
· Strategic Thinking.
· Decision Making.
· Problem Solving.
· Communications Proficiency; verbal and written
· Presentation Skills.
· Organizational Skills.
· Ability to Multitask

**Preferred Education and Experience**

Experience in Excel, Microsoft Word, PowerPoint

Minimum Bachelor’s Degree Required

All employees are evaluated without regard to race, religion, gender, national origin, age, marital or veteran status, the presence of a non-job-related handicap, or any other legally protected status.

**Work Environment**

This job operates in a professional office environment as well as at contracted locations.

The employee must occasionally lift or move up to 50 pounds.

**Position Type/Expected Hours of Work**

This is a full-time position. Days and hours of work within the office hours are based on event needs.

This position may also require long hours and weekend work that may be attributed to a number of special events throughout the country. Ability to work a flexible schedule in order to accommodate business levels.

Travel is primarily based on contracts secured outside of metropolitan area and visits to event spaces secured and contracted.
Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.