



**Position- Human Resources Manager**  
**Facility Name- Oklahoma City Convention Center**  
**Location-Oklahoma City, OK**

**POSITION: Human Resources Manager**  
**Department: Human Resources**  
**Reports To: General Manager**  
**FLSA Status: Salary Exempt**

## **SUMMARY**

ASM GLOBAL, the leader in privately managed public facilities has an excellent and immediate opening for a Human Resources Manager at the OKC Convention Center. This position oversees all Human Resources operations for OKC Convention Center as well as administration and maintenance of all Facility Benefit Programs, consistent with ASM Global policies by performing the following duties.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties and responsibilities may be assigned.

- Follows ASM GLOBAL Human Resources 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 facilities 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 ASM GLOBAL Customer Service Training.
- 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.
- Administer the Affirmative Action Plan.
- 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.

## **SUPERVISORY RESPONSIBILITIES**

This position directly supervises administrative employees. Carries out supervisory responsibilities in accordance with ASM GLOBAL's policies and applicable laws. Responsibilities include interviewing, hiring, and



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training employees; planning assigning and directing work; appraising performance; rewarding: disciplining employees in conjunction with Human Resources; addressing complaints and resolving problems.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform essential duties satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

## **EDUCATION AND/OR EXPERIENCE**

- 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
- Combination of education and experience may be accepted.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Solid knowledge of principles and practices of HR administration.
- Familiarity with COBRA, ERISA, FMLA and related state and federal regulations required
- Strong analytical and problem-solving skills.
- Excellent verbal, written and interpersonal skills are essential.
- Professional appearance and attitude are essential.
- Ability to work both independently and in a team environment.
- HR certification preferred.

## **PHYSICAL REQUIREMENTS**

The physical requirements 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 of the job.

- Close vision for review of information on a PC monitor, as well as, hard copy output.
- Manual dexterity for regular use of hands for typing is required.
- May spend long hours in sitting at computer viewing computer monitor.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Human Resources Certification preferred.



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## **COMPUTER SKILLS**

- Operate a personal computer using Windows and Microsoft Office software.
- Operate standard office equipment including copier, typewriter and fax machine.
- Previous experience working with ADP, ABI, or other HRIS Systems.

## **HOURS OF WORK AND TRAVEL REQUIREMENTS**

- Travel minimal.
- May require the ability to work irregular hours including nights, weekends and holidays in addition to 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.

## **TO APPLY**

Please apply online or send your updated resume and cover letter to:

Human Resources Manager: Darla Shaw  
Oklahoma City Convention Center  
100 Mick Cornett Dr, Oklahoma City, OK. 73109  
dsahw@asm-okc.com

## **No Phone Calls**

All applicants must apply online to be considered. Applicants needing reasonable accommodations to complete the application may contact the HR office at (405) 602-8516.

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