

HUMAN RESOURCES COORDINATOR



JOB OVERVIEW:-

If you've ever wanted to be part of an innovative business, to raise the standard of experiential entertainment and to create best practices for combining technology, art and commerce in exciting, unexpected ways - this is your chance! AREA15's Human Resources Coordinator, will support the Human Resources Department by ensuring compliance, providing project support, recruiting and onboarding as well as maintaining documents, files, and general Human Resources related duties.

RESPONSIBILITIES AND DUTIES:-

- Assist with all internal and external Human Resources related inquiries or requests, including but not limited to Unemployment Claims or Request and Verifications of Employment.
- Consulting with the employer and identifying employment needs
- Assist with the recruitment process by identifying candidates, performing reference check, completing onboarding and issuing employment contracts.
- Conducting New Hire Orientation.
- Schedule meetings, interviews, Human Resources / Employee Engagement events and maintain agendas.
- Coordinate training sessions and seminars.
- Maintain employees' records.
- Assist with performance management procedures.
- Produce and submit reports on general Human Resources activity.
- Assist with ad-hoc Human Resources projects.
- Support other assigned functions.
- Keep up-to-date with the latest Human Resources trends and best practices.



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QUALIFICATIONS

- Bachelors degree in human resources or related (essential).
- 2 years of experience as an HR coordinator (essential).
- Exposure to Labor Law and employment equity regulations.
- Effective HR administration and people management skills.
- Full understanding of HR functions and best practices.
- Excellent written and verbal communication skills.
- Works well under pressure and meets tight deadlines.
- Highly computer literate with capability in email, MS Office and related business and communication tools.
- Fantastic organizational and time management skills.
- Strong decision-making and problem-solving skills.
- Meticulous attention to detail

ABOUT AREA15

AREA15, located minutes from the Las Vegas Strip, is the world's first purpose-built experiential entertainment district offering live events, immersive activations, monumental art installations, extraordinary design elements, unique retail, ground-breaking technology, bars and eateries and much more. With a growing collection of dynamic destinations including [Dueling Axes](#), [Emporium Arcade Bar](#), [Lost Spirits Distillery](#), [Oddwood Bar](#), "[Wink World: Portals Into The Infinite](#)," [Museum Fiasco](#), [Rocket Fizz](#), [Five Iron Golf](#), [The Beast by Todd English](#), [OZ Experience](#) and anchor experience, [Meow Wolf's Omega Mart](#), AREA15 is an ever-changing art, retail and entertainment district attracting locals and tourists of all ages.

For more information visit www.AREA15.com and follow on Instagram and Twitter: @AREA15Official; Facebook: [AREA15LasVegas](#) and YouTube: [AREA15](#).

AREA15 is an equal opportunity employer and values diversity. We are committed to complying with all federal, state and local laws providing equal opportunities and all other employment laws and regulations.

TO APPLY, PLEASE FILL OUT OUR [EMPLOYMENT APPLICATION FORM](#) AND ENTER "HUMAN RESOURCES COORDINATOR" AS THE POSITION YOU ARE APPLYING FOR.