

Human Relations Coordinator

Description:

Prime & Prim Studio of the Arts is a creative arts studio for models, dancers, and art professionals seeking to take their career to the next level. With opportunities from Human Resource to Production an individual will gain knowledge and practical experience that will build and develop him or her for their chosen industry. Prime & Prim lay the foundation for individuals to gain experience in the fashion, entertainment and business industry.

Being a part of Human Resource involves developing and implementing strategies to enhance employee motivation and performance and reduce conflicts. As a HR coordinator your objectives are to create a positive work environment, design employee benefits packages, represent workers and promote workplace diversity.

Responsibilities:

- Establish on-the-job and off-the-job training programs.
- Organize and coordinate incentive programs, such as awards, prizes, gifts, bonuses, contests, promotions and staff parties to motivate employees.
- Conduct performance appraisals on employees to gauge whether they are performing according to company standards.
- Create employment advertisements, screen and interview applicants, run background checks, and select or recommend workers for open positions.
- Provide new hire orientation, to include giving the employee paperwork to complete, such as for tax withholding and company benefits purposes.
- Research and analyze benefits programs and trends and implements plans based on the employer's needs and budget.
- Ensure resource availability and allocation
- Use appropriate verification techniques to manage changes in project scope, schedule and costs
- Manage relationships with the client, employee and all stakeholders
- Establish and maintain relationships with third parties/vendors
- Provide event participants with necessary documentation in a timely manner, including waivers, directional maps, volunteer FAQs, and other necessary documents.
- Attend and participate in event related activities and meetings.

Requirements:

Bachelor's degree in human resources management, business administration or management.