

Assistant Director of Human Resources, Team San Jose

Pay

\$105,000 - \$115,000 a year

Job type

Full-time

Location

San Jose, CA 95110

Benefits

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

POSITION SUMMARY

The Assistant Director of Human Resources is responsible for aligning business objectives with employees and management in designated business units. The position serves as a consultant to management on human resource-related issues.

POSITION RESPONSIBILITIES

- Manages and resolves complex employee relations issues for non-union and union represented employees.
- Manages leaves of absence disability and workers compensation claims.
- Conducts effective, thorough, and objective investigations.
- Maintains in-depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance.
- Provides day-to-day performance management guidance to line management (e.g., coaching, counseling, career development, disciplinary actions).
- Works closely with management and employees to improve work relationships, build morale, and increase productivity and retention.
- Provides HR policy guidance and interpretation.
- Identifies training needs for business units and individual executive coaching needs.

- Assist with managing the Human Resources Department.
- Provide supervisory oversight to other HR team members.
- Performs other duties as assigned.

POSITION REQUIREMENTS

- Minimum of 6 years progressive human resources experience required with minimum of three years in Human Resources Management
- Bachelor's degree in Human Resources, Business Administration, or related field required.
- Working knowledge of federal, state and local employment laws required.
- Working knowledge of navigating collective bargaining agreements required.
- Sound judgment, business acumen and the ability to contribute positively to entire organization.
- Bilingual in English and Spanish preferred.
- Hospitality and/or entertainment experience preferred.

BENEFITS

- Generous paid time off accrual plan.
- 13 paid holidays annually.
- Comprehensive medical, dental, and vision insurance.
- 401k retirement matching.

Compensation

\$105,000 - \$115,000 annually based on experience.

ABOUT TEAM SAN JOSE

Launched in 2004, Team San Jose is a non-profit management corporation that operates the San Jose McEnery Convention Center and cultural venues (California Theatre, Center for the Performing Arts, City National Civic Auditorium, Montgomery Theater, and South Hall). Team San Jose also serves as the Convention and Visitors Bureau for city of San Jose. TSJ is a strategic partner supporting the success of local events, and drives travel to our community through sales, marketing and public relations efforts.

Team San Jose ensures the success of meetings and events with its unique collaboration between the local hotels, arts groups, and local labor – all working to effectively manage the quality of the customers' experience from beginning to end. Team San Jose's model is changing the way our meetings and conventions industry serves customers - putting them

first with one team for all their event services needs - rather than handing them off to multiple organizations after the meeting is booked.

Team San Jose's success has supported the local economy by attracting events and visitors which drive spending in local hotels, cultural and convention venues, restaurants and attractions, which in turn helps create jobs. The organization's seamless service has received raves from planners, with 98 percent of our customers returning to San Jose.

If you require alternative methods of application or screening, you must approach the employer directly to request this as Indeed is not responsible for the employer's application process.