



**HR Coordinator  
Full Time  
Saratoga Springs, NY**

**REQ # HRC0717**

**Mills Entertainment is the industry leader in branded live entertainment.** We collaborate with top artists and content partners to produce and promote engagements at theaters, arenas, casinos, and colleges throughout the United States and internationally.

**The work we do is exciting, challenging, and enjoyable.** We are seeking applicants with a passion for live entertainment and a desire to join the industry's leading team.

### **Job Purpose**

The HR Coordinator is responsible for general office and HR administration, supporting the company's and HR department's objectives and various projects, in a collaborative, fast-paced environment, demonstrating a high degree of customer service to our internal and external customers. This role serves as the primary support resource for all employee and HR administration, answering questions and responding appropriately and in a timely manner.

### **Responsibilities include, but are not limited to:**

- Provide exceptional front desk support, including phone reception, office supply management, and mail distribution, greeting visitors, scheduling WebEx meetings and assisting Director of HR with general office support.
- Administer the HR process related tasks that are part of the recruitment, on/off boarding, performance management, wellness and benefits functions, providing support to employees and the Director of Human Resources in these areas. These include but are not limited to: HR and payroll forms, recruiting efforts, pre-employment screenings, maintaining position agreements, training checklists and other materials as needed.
- Organize and assist annual Open Enrollment activities, supporting employee changes and benefit elections.
- Assist Director of HR with input and tracking of all transactions related to positions, recruitment, benefits, earnings/deductions, recognition programs, performance management, and separation responsibilities.
- Assist and maintain the various HRIS, benefits and other systems utilized by HR.
- Assist Director of HR with organizational development objectives, helping to build and lead an engaged workforce; such as team-building, wellness and coordinating employee events.
- Support and demonstrate efficient work methods in a continuous improvement environment, contributing and implementing "best practices" in the HR work methods, policies and procedures with the Director of HR.
- Identify potential issues for further investigation and appropriately routes them to the Director of HR.
- Schedule meetings, interviews and prepares correspondence as requested
- Performs filing, photocopying, scanning, and fax and mail distribution as required.
- Act as a role model to employees, adhering to company policies and practices, leading by example
- Support and demonstrate strong commitment to organization policies and procedures
- Collect and compile data/statistics to prepare assigned standard reports.
- Contribute and participate in HR projects as required.
- Additional responsibilities and tasks may be assigned as required by management



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**Required Qualifications:**

- Associates degree in related field required, Bachelor's degree in Business Management, HR or related field preferred
- Additional HR training or certification preferred
- Minimum of 2 years of general administrative experience, with at least 1 year(s) in HR administrative role
- Proficient with MS Office applications (MSWord, Excel, PowerPoint and Outlook)
- Demonstrated ability to work collaboratively in team environment
- Excellent organizational skills and attention to detail
- Excellent verbal and written communication skills
- Excellent interpersonal skills with professional presence, poise and sensitivity to others
- Ability to work independently and to be effective in dealing with conflicting priorities and frequent interruptions
- Demonstrated ability to maintain a high level of confidentiality

*Mills Entertainment offers a comprehensive benefits package.*

**Interested applicants should send a cover letter, resume and salary requirements to [jobs@millsentertainment.com](mailto:jobs@millsentertainment.com) – Referencing Req. # HRC0717 in subject line.**

Please no phone calls or office visits; we expect our applicants to apply electronically.