



Position Title: Human Resources and Operations Coordinator

Reports To: Director of Human Resources and Operations

Job Description:

Soho Experiential is looking for a Coordinator to support our HR/Operations functions. Are you looking for an opportunity to make an impact? Are you inspired to help make your workplace one of the best out there? Do you love interacting with people and thinking outside the box? If so, you may be the person we're looking for.

Working closely with the Human Resources and Operations Director, you will:

- Conducts full-cycle recruitment processes, including job posting, sourcing, screening, interview scheduling, offer/process documentation, and background checks
- Coordinate new hire and independent contractors including creation and dissemination offer letters/IC agreements, sending and collecting relevant documents, and accurately keying data into the payroll system
- Manage the needs of the office ensuring an efficient overall operation, including office readiness and other day-to-day needs
- Ensures compliance with company policies and procedures and legal Responsibilities
- Any other administrative duties as needed

Position Requirements

- 1-2 years event experience
- Very detail oriented
- Sound prioritization, judgment and problem-solving skills
- Strong project management and logistical skills
- Strong written, verbal and public speaking skills
- Proficient (as in not a beginner) in Microsoft Excel, Word, PowerPoint and Outlook
- Experience with ADP Workforce Now is a plus

What We Offer:

- Contribution to a solid medical, vision, and dental insurance
- A 401K program so you can do cool stuff when you are old
- A generous PTO policy. We believe in working hard, and smart and enjoying life to the fullest.
- A group of people who value each other as much as we do the work we create

We love our diverse workplace! Soho Experiential is an equal opportunity employer and does not discriminate based on race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status, veteran status, or any other occupationally irrelevant criteria.