



Position: Human Resources Manager

Department: Executive

Reports to: Director of Finance

FLSA status: Exempt, Salaried

Legends Global

Legends Global is the premier partner to the world's greatest live events, venues, and brands. We deliver a fully integrated solution of premium services that keeps our partners front and center through our white-label approach.

Our network of 450 venues worldwide, hosting 20,000 events and entertaining 165 million guests each year, is powered by our depth of expertise and level of execution across every component — feasibility & consulting, owner's representation, sales, partnerships, hospitality, merchandise, venue management, and content & booking — of world-class live events and venues.

The Legends Global culture is one of respect, ambitious thinking, collaboration, and bold action. We are committed to building an inclusive workplace where everyone can be authentic, make an impact, and grow their career.

Winning is an everyday thing at Legends Global. We have the best team members who understand every win is earned when we come together as one unified team. Sound like a winning formula for you? **Join us!**

Essential Duties and Responsibilities

Include the following. Other duties may be assigned.

- Follows Legends Global Human Resources policies to assure compliance with legal requirements and government reporting regulations affecting human resources functions. Maintains compliance with state regulations concerning employment.
- Administers various Human Resources plans and procedures for all facility personnel.
- Performs recruitment activities. Writes and places advertisements. Recruits, interviews, tests, and selects employees to fill vacant positions.
- Plans and conducts new employee orientations.
- Keeps records of benefits plans participation such as insurance and 401k, personnel transactions such as hires, promotions, transfers, performance reviews, and terminations, and employee statistics for government reporting.
- Administers correct payroll for all venue employees on a bi-monthly basis.
- Coordinates training or trains Managers in interviewing, hiring, terminations, promotions, performance management, performance review, safety, and sexual harassment.
- Coordinates training or trains employees in Legends Global Customer Service Training

- Advises management in appropriate resolution of employee relations issues. Advises the corporate office of EEOC complaints and other employee relations problems.
- Responds to inquiries regarding policies, procedures, and programs.
- Administers Affirmative Action Plan
- Administers performance review and salary administration program.
- Administers benefits programs such as life, health, dental and disability insurances, pension plans, vacation, sick leave, leave of absence, and employee assistance.
- Implements union collective bargaining agreements and ensures all portions of the agreement are administered correctly.
- Investigates accidents and prepares reports for insurance carrier.
- Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations.

Supervisory Responsibilities

Carries out supervisory responsibilities in accordance with all Legends Global policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty with energy and enthusiasm. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Bachelor's Degree (BA) from four-year college or university
- 3+ years related experience and/or training or equivalent combination of education and experience.
- Experience administering benefit programs.
- Workday experience highly preferred
- Combination of education and experience may be accepted.
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Skills and Abilities

- Solid knowledge of principles and practices of HR administration.
- Familiarity with COBRA, ERISA, FMLA and related state and federal regulations required.
- Strong analytical and problem-solving skills.
- Excellent verbal, written, and interpersonal skills are essential.
- Professional appearance and attitude are essential.
- Ability to work both independently and in a team environment.
- Workday recruiting experience or equivalent highly preferred including generating job requisitions, background checks, offer letters, onboarding, etc.
- HR certification preferred.

Compensation

This role offers a base salary plus performance-based incentives, and a generous benefits package that includes medical, dental, vision, life and disability insurance, paid

vacation, and a 401(k) plan. Final compensation will be determined based on experience, skills, and qualifications.

Working conditions

Location: Peoria Civic Center

Physical demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To Apply:

Apply via Indeed.com or the [Legends Global career portal](#).

The essential responsibilities of this position are described under the above headings. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

Legends Global is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.

Applicants who need reasonable accommodation to complete the application process may contact Human Resources for the Peoria Civic Center at mbaumann@peoriaciviccenter.com.