

ABOUT ELEVATE SPORTS VENTURES:

Elevate Sports Ventures is a best-in-class sports, entertainment, and brand agency that provides proven and innovative solutions in hospitality and partnership sales, marketing, data and analytics insights, and brand representation to organizations across the global sports and entertainment landscape. Formed in partnership between the San Francisco 49ers, Harris Blitzer Sports & Entertainment (HBSE), Oak View Group (OVG), and Ticketmaster/Live Nation in 2018, Elevate is spearheading the most prestigious and dynamic new stadium and redevelopment projects in the world, including the Seattle Kraken's Climate Pledge Arena, the New York Islanders' UBS Arena, and Co-op Live in Manchester, England. Highlights among 30+ other clients and current projects include the USGA, USTA, St. Louis CITY SC, FIFA World Cup 2022, and EuroLeague Basketball.

HR AND OPERATIONS COORDINATOR – OVERVIEW:

Elevate's HR and Internal Operations department is seeking a motivated and eager Human Resources and Operations Coordinator to support our department in ensuring smooth and efficient business operations. The HR and Operations Coordinator will be responsible for administrative support in the following areas: new hire onboarding, employee engagement initiatives, HRIS and personnel file maintenance, calendar management, travel booking, and other general office administration duties.

RESPONSIBILITIES:

- Maintain personnel files and HRIS data ensuring adherence to compliance guidelines
- Assist HR Generalist and Director with job board management and resume screening
- Respond to internal and external HR related inquiries or requests and provide assistance
- Assist with planning and execution of employee engagement events (team building, training, retreats, executive meetings, etc.)
- Calendar management and scheduling for Elevate's executive team
- Travel booking
- Credit card reconciliation and expense report assistance
- Tracking and maintaining inventory of office supplies and employee and client gifts
- Managing corporate accounts and licenses such as Zoom, Slack, and Adobe
- General office admin duties such as: reception, mail processing, ordering and stocking office supplies, etc.

QUALIFICATIONS:

The qualifications listed below represent the credentials necessary to perform the essential functions of this position. To be successful in this position, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

A. Education and/or Experience

- Minimum of 1+ years of coordination and/or administrative experience in a fast-paced, high-growth work environment
- 1+ years of HR operations experience preferred

B. Knowledge/Skills/Abilities

- Excellent verbal and written communication skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Ability to act with integrity, professionalism, and confidentiality
- Proficient with Microsoft Office Suite or related software
- Proficiency with or the ability to quickly learn the organizations HRIS and talent management systems

IV. WORKING CONDITIONS

Travel Requirements

- Occasional travel will be required

Physical Demands

- Prolonged periods of sitting at a desk and working on a computer
- Must be able to lift up to 30 pounds

This position is open to all qualified candidates. If you need assistance or an accommodation due to a disability in connection with the application process, you may contact us at HR@elevatesv.com.

We are proud to be an equal opportunity/veterans/disabled/ LGBT employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All employment is decided on the basis of qualifications, merit and business need, without regard to race, color, religion, gender, sexual orientation, national origin, disability status, protected veteran status, genetic information, or any other characteristic protected by applicable law.