

Manager/Director – HR & Corporate Administration

Company: eshots, Inc., the Leading Interactive Event Marketing Company, delivers event technologies for all phases of the event lifecycle—before, during, and after your event. The eshots Event Lifecycle Suite™ is an integrated, proprietary collection of products – used individually or in combination with one another – that allow you to Activate your event, Capture consumer data and Measure event success. Our platform is used at a number of different events including the Super Bowl, MLB, NBA, NASCAR, College Football, Auto Shows, Ride and Drives and Concerts.

Job Location: Chicago, IL

Job Description: eshots, Inc. is experiencing growth and seeking a talented Manager of HR and Office Administration who is energized by and thrives in an entrepreneurial environment. The position is responsible for the entire HR function and works very closely with the Executive Team to manage administrative operations of the organization. This is very much a hybrid role in a fast-paced environment suitable for a unique individual prepared to assume full responsibility for HR and key organizational administration. The position is a critical one within the organization and the role will have an immediate and powerful impact on corporate culture with the ability to drive significant positive change.

The successful candidate will possess excellent communication skills, will have strong, intuitive interpersonal skills, will be well-organized and have the ability to multi-task and implement under tight deadlines. The position reports to the V.P. Finance and Administration.

Job Responsibilities

- Human Resources
 - Management of hiring including but not limited to writing job specifications, negotiating/engaging search firms, prescreening candidates, managing interview scheduling and feedback, interviewer coaching, developing and scheduling staff orientation, procurement of required corporate assets to support new hire, ensuring compliance with all necessary statutes and completion of new hire paperwork
 - Management of voluntary staff departures and/or terminations including tracking and possession of company assets and access to systems, communication to staff and coordination of transition plans
 - Annual assessment and administration of staff benefits, including health/dental/vision insurance, 401k, flexible spending plan, etc.
 - Management of training and staff development plans including identification of individual training needs along with recommended course of action keeping career interests and promotion opportunities in mind
 - Coordination and coaching through process of documentation and communication of any necessary disciplinary actions
 - Development/update of corporate policies to fit eshots' needs and culture
 - Maintain a 'pulse' on corporate culture and communicate any concerns to executive team along with recommendations

- Management of annual corporate goal setting process, mid-year performance reviews and annual staff performance review processes including but not limited to initial set up of goal setting meetings, attainment of consensus and approval of goals, scheduling and communicating mid year and annual performance review dates and processes, training for those new to process, providing input to individual reviews as appropriate and ensuring consistency and fairness throughout process
- Office Administration
 - Manage office operations to ensure the office runs smoothly and is well-organized
 - Manage bi-monthly Company Team meetings including but not limited to updating the agenda, prepping team members, documenting key actions and follow ups
 - Organize, plan and execute corporate-wide meetings and occasional outings within budget and in an efficient and professional manner
 - Assist senior management with the Real Estate assessment and potential relocation of office to a new location (current lease ends December 2010)
 - Manage corporate insurance information, including property, liability, workers compensation, etc.
 - Maintain office supply inventory (train Executive Assistant upon hire)
- Executive Support (*until Executive Assistant hired*)
 - Establish calendar management processes for senior management with a focus to improve internal and external scheduling of executive time. Train Executive Assistant in this task once one is hired.

Minimum Requirements

Requirements include a minimum of 5 to 7 years of increasingly responsible Human Resources and office operations experience. College degree required. Strong computer skills, including proficiency in Word, Excel, Outlook, and PowerPoint are essential. Excellent verbal and written communication skills required (submission of 2 business writing samples requested.) Individual must possess ability to handle confidential information with discretion. Must be professional, possess good organizational skills, take initiative and be able to handle multiple assignments concurrently. Previous experience working within an entrepreneurial culture is a plus.

Benefits:

- Salary plus bonus
- Access to Health Insurance and 401K Benefits
- Casual work environment

For consideration, please submit resume, 2 business writing samples and salary requirements to careers@eshots.com.

**eshots is an Equal Opportunity Employer
Drug Free Workplace**