Founded in 1842, the New York Philharmonic is the oldest symphony orchestra in the United States, and one of the oldest in the world. Each season the Philharmonic connects with up to 50 million music lovers through live concerts in New York City and on its worldwide tours and residencies. David Geffen Hall, the home of the Philharmonic, is currently under renovation and the orchestra is performing in several different venues this season. The new hall will re-open to the public in the fall of 2022 with state-of-the art acoustics and more inviting spaces.

The New York Philharmonic seeks a **Human Resources Assistant** to provide comprehensive support in the day-to-day operations of the human resources function including the recruitment process, employee benefit administration, employee onboarding and offboarding and general administration.

**Responsibilities include:**

- Assist HR Director and HR Manager with various HR matters and projects as they arise.
- Assist with the recruitment process, posting job descriptions on internal and external job boards, arranging initial interviews.
- Schedule new hire orientations and training sessions.
- Submit background checks for new hires.
- Support the onboarding process for new hires and coordinate with IT and Finance.
- Assist employees with issues relating to the HRIS system such as log in issues or navigation of the site.
- Triage employee inquiries and connect them to the right person or resources when necessary.
- Maintain employee records across all systems and assist in the process of digitizing old employee records.
- Entering and updating payroll elections pertaining to benefits, HSA and FSAs.
- Create and run reports to support insurance, development or finance needs.
- Work with the HR Manager on administration of HRIS database.
- Miscellaneous duties as assigned.

**Requirements:**

We require 2 years administrative experience; excellent communications skills; must be extremely service-oriented with the ability to interact with and service all levels and types of employees; strong computer skills; detail-oriented, adaptable personality with ability to multi-task and prioritize in fast paced-environment. Ability to maintain a high level of confidentiality and discretion are essential. Previous experience in a Human Resources, Benefits, or Payroll Department is highly valued.

The New York Philharmonic offers a competitive salary and comprehensive benefits package to our full-time employees including:

- Medical Dental and Vision coverage
- Employer contributions to the 403(b) plan after one year of employment
- Employer paid Life and Disability insurance
- 12 Holidays
• 20 Vacation days in 3rd calendar year of employment

Please submit a resume and a cover letter along with your salary expectations to resumes@nyphil.org.

No phone calls, please. Although we appreciate your interest, we will only contact applicants we are considering for interview.

The New York Philharmonic is an Equal Opportunity Employer and does not discriminate on the basis of age, immigration or citizenship status, color, disability, ethnicity, gender, gender identity, marital and partnership status, national origin, race, religion, sexual orientation, veteran or active military service member or any other characteristic protected by federal, state or local laws in its employment policies.