

Job Description and Major Responsibilities

VISIT FLORIDA, the official tourism marketing corporation for the State of Florida, is looking for an **Administration Manager** who will implement and communicate defined Administration and Human Resources programs including recruitment, professional development and training, and onboarding and act as project manager for Administration and Human Resources new and enhanced initiatives. You will contribute in the following ways:

- Design and implement overall internal recruiting strategy, processes and plans. Lead the creation of a recruiting and interviewing plan for each open position. Research and recommend new sources for candidate recruiting.
- Lead employee orientation and onboarding program to ensure new hires become fully integrated into the organization and foster positive attitude toward company goals.
- Utilize technology and HRIS system to recommend and implement processes and systems, including assisting hiring managers in solicitation of candidates, and creation and maintenance of toolkit and supporting resources.
- Develop, coordinate and/or promote employee and management professional development and training opportunities. Recommend and coordinate corporate work-life programs including wellness initiatives.
- Support Human Resources initiatives and activities.

Preferred Qualifications

For this position, we prefer 4+ years of business, Human Resources or related experience. Bachelor's degree with an emphasis in business or related field required. Ideal candidate would have Human Resources capacity, great organizational skills, communication proficiency, technical capacity, business acumen and performance management.

Our Perks

We have a variety of benefits including a competitive compensation package, excellent healthcare and a 401k program with a generous company match.

Apply Now

Discover what it is like to be a part of a team that promotes the gorgeous Sunshine State. Join us in working purposefully and living passionately. Apply now: <https://www.visitflorida.org/careers> **Deadline for application is July 20, 2018.** VISIT FLORIDA is an Equal Opportunity Employer committed to a diverse and inclusive work environment.