

VISIONAL

Labor Coordinator

OBJECTIVE

Objective: ensure that the company's staffing requirements are always met and that employees and contractors work in a friendly, supportive environment.

WHAT WE ARE LOOKING FOR

An exceptionally organized and even-tempered individual, the Labor Coordinator is responsible for the design and implementation of staffing patterns for the five pillars of Visional's objectives. The Labor Coordinator is responsible for sourcing, hiring, contracting, and general oversight of technical team staffing for various roles, including virtual, experiential, environmental, creative, and production positions. The work involves sourcing staff and handling all administrative details. In addition, the Labor Coordinator is responsible for payroll and expense tracking and verification. The ideal candidate is an excellent communicator, able to foster relationships with both employees and external contractors. The Labor Coordinator has experience in hiring and onboarding as well as other human resources procedures.

MORE ABOUT VISIONAL

Founded in 2014 by Kyle Means and Jim Steurnagel, Visional is a production technology agency specializing in production, virtual, experiential, creative, and environmental solutions. Our goal is to develop ideas into cutting-edge visuals that you and your guests will love.

We help clients all over the world create unique visual experiences by combining cutting-edge video and lighting technology with years of expertise in visual engineering. We're friendly, energetic and driven to help our partners develop and execute incredible experiences for their clients. We thrive on building relationships and helping organizations deliver their message through creativity, technology, and collaboration.

Be nice. Do good work. That's our motto. Visional gives you the industry-leading tools and the expert team you need to make your vision a reality. Corporate events, rock shows, interactive installations or brand activations — we're here to help every step of the way, from pre-production to load-out.

Visional is headquartered in Atlanta, Georgia with offices in and Denver, Colorado and Orlando, Florida. Further information is available at wearevisional.com.

MORE ABOUT YOU

- Proven experience as staffing coordinator or similar position
- Experience in planning and execution of HR plans (onboarding, hiring etc.)
- Knowledge of relevant legal regulations (equal employment opportunity, relocation, laws, visa procedures, etc.)
- Knowledge of staffing policies, procedures and best practices
- Outstanding organizational and leadership skills
- Excellent communication and interpersonal abilities
- Reliable with a respect to confidentiality
- Mathematical skills to verify payroll accuracy
- Being familiar with individual job descriptions to provide properly-trained employees for each shift
- Familiar with recruitment procedures to screen and interview prospective candidates
- Advanced scheduling experience
- Demonstrated experience in booking travel
- Self-driven, critical thinker who excels with time management and organizational skills
- Strong phone and video presence with experience managing dozens of phone and video conferences per day
- Excellent written and verbal communications skills
- Proficiency with corporate productivity, presentation, and project management tools
- Experience collaborating with a multidisciplinary team remotely and cooperatively
- Ability to manage priorities, respecting timelines, and critical deadlines
- Ability to manage multiple projects in parallel
- The ability to work under pressure and adapt to changes
- Ability to think critically and be proactive at solving issues
- Excellent communicator to leadership
- Excellent phone and email etiquette
- Comfortable working in the company office, working from home, and in the field
- A high standard of personal integrity & professionalism
- General knowledge of production industry
- Receive feedback productively
- Valid Passport & Driver License
- Ability to pass criminal background check
- PMI-SP certification preferred

YOUR DAY-TO-DAY

- Submits detailed labor estimates based on the clients requirements for number of persons by position and estimated number of hours and days required
- Ensure compliance with internal processes for documentation required for staffing and contract labor
- Utilize, when available, client-preferred crew lists first, filling in the balance of the crew with the most qualified employees available
- Resolve crew issues, verifying requirements for each day, confirming availability of crew and increase or decrease staff size as necessary
- Interpret work rules, conditions, and benefits and creates rates to include all monetary requirements due employee, benefits, taxes and insurances relevant to the State in which the event will occur

- advise the project manager of contractual compliance requirements and the financial impact and compile, calculate and process hours per show, including appropriate splits for billing purposes
- provide the project manager with daily running totals of labor cost
- work with local union to obtain agreements, as required
- Process accident reports as needed on Worker's Comp Claims
- Use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software and proprietary software in performing work assignments
- Occasionally on call evenings or weekends
- Organize work and focus the team on what needs to be accomplished
- Prioritize in a time-crunched, fast-paced environment
- Project positive attitude while establishing effective professional relationships
- Create and maintain fluid and effective project schedules
- Communicate and work closely with project team both internally and client-side
- Assist and work with engineering, purchasing, sales, and production teams
- Proactively handle project issues and/or risks
- Manage budgets, manpower, expenses and costs to complete project goals
- Team player mentality with a strong sense of purpose within the organization

OUR OFFER TO YOU

- Base Salary
- Medical Insurance Plan
- Dental Insurance Plan
- Vision Insurance Plan
- Remote Work Flexibility
- 401K with matching contribution
- Profit Sharing Program
- Skills development activities and opportunities for career advancement
- Professional Development Reimbursement Program
- Personal Enrichment Program
- Work environment conducive to personal health and well-being

Those interested should send an e-mail with CV and letter of interest to careers@wearevisional.com.

Requisition # 22-004
 Availability Full Time
 Location Atlanta, Georgia, USA
 Denver, Colorado, USA
 Orlando, Florida, USA