



## **HUMAN RESOURCES GENERALIST**

### **APOGEE**

**Hobe Sound, FL**

#### **About APOGEE**

APOGEE is a private Club in Hobe Sound, Florida that opened our doors in December of 2023, APOGEE offers its members a luxurious and bespoke experience. Compelling landscapes of three distinct golf courses created by renowned architects provide diverse challenges across an expanse of 1,200 secluded acres. The highest quality amenities, service and experiences await those fortunate enough to be invited. The APOGEE Experience is the pinnacle of private golf. Amenities will include two exceptionally designed member-exclusive clubhouses, custom villas, fitness center, spa, pools, and more. APOGEE will offer a collection of exceptional indoor and al fresco dining, 5-star to casual, poolside to In-Villa.

#### **Human Resources Generalist Opportunity at APOGEE**

We are seeking a professional, detail oriented Human Resources Generalist who will assist the Director of Human Resources in the oversight of daily human resources operations including recruitment, onboarding, employee relations and recruitment for our Club. The Human Resources Generalist will play a key role in assisting the Director of Human Resources in the development of orientation, improvement of onboarding procedures, employee policies, and internal systems. Candidate will be involved in the process of seasonal hiring through the H-2B visa program, including recruitment, gathering documents, and staff housing coordination. We're looking for someone who is bilingual in English and Spanish to help us communicate clearly and effectively with our diverse team—especially during onboarding and daily staff support.

#### **Key Responsibilities:**

##### **Recruitment and Onboarding:**

- Create job postings and screen potential candidates.
- Coordinating with management on their hiring needs.
- Assist with the seasonal hiring process of H2B visa workers.
- Facilitating onboarding processes for new hires.

##### **Payroll and Timekeeping:**

- Assisting with payroll processing and timekeeping tasks on a bi-weekly basis.
- Verify timesheets for accuracy and completeness.
- Support the tracking of seasonal employee hours, including H-2B workers, to ensure compliance with visa and labor regulations.

**Employee relations:**

- Serve as a friendly and professional point of contact for employee questions, concerns, and workplace issues.
- Assist employees with benefits-related questions.
- Uphold confidentiality and handle all employee matters with discretion and professionalism.

**Candidate Qualifications & Additional Requirements**

- Bachelor's degree in human resources, Business Administration, or a related field preferred, or equivalent minimum of 2+ years of experience in a Human Resources role, hospitality or club environment preferred
- HR certification (PHR or SHRM-CP) is a plus
- Bilingual (English/Spanish) a plus – must be able to communicate effectively with a diverse workforce.
- Solid understanding of HR best practices and employment laws
- Must be able to work flexible work hours
- Ability to stay calm during busy times and adapt to changing work demands
- Positive attitude, professional demeanor, and exceptional communication and interpersonal skills to effectively communicate with a diverse group of team members

**Why Work with Us?**

- Be part of a growing organization where your input truly matters.
- Make a meaningful impact by helping shape the employee experience at APOGEE.
- Opportunity for advancement as the HR department continues to grow and expand in the future.

**Compensation and Benefits:**

\$25-\$30 per hour based on experience; paid bi-weekly

**Benefits available:**

401(k) with company match

Several Medical plan options- PPO/HMO

Supplemental Insurance options- Dental, Vision, Life, Disability, Accident & Hospital plans

PTO and Paid Holidays (Full-time)

Employee meals provided

**Instructions on how to apply**

Please email your resume to Carla Chiarello, Director of Human Resources to  
**cchiarello@apogeeclub.com**