



THE COUNTRY CLUB OF ORLANDO

HUMAN RESOURCES MANAGER POSITION

Job Summary and Position Objective: To assist the Club and its management team with recruitment, selection, on-boarding, and retention of staff. To manage and maintain the programs relative to employment and ensure compliance with all local, state, and federal employment laws.

Full-time employees are benefit eligible within first 90 days of employment

Benefits Available:

- Medical, Dental, Vision, & Employer-Paid Life Insurance the 1st of the month following 60 days of employment
- Forty (40) hours of Paid Time Off after 6 months of employment
- Employer 401(K) match after 1 continuous year of employment
- Two free meals per day (lunch and dinner are provided to all staff)
- Retail discounts in the Pro Shops
- Holiday & Birthday gift cards
- Christmas Bonus based on tenure
- Employee Recognition Program

Expected Hours of Work:

- Monday-Friday from 9:00 a.m. to 6:00 p.m.

Essential Functions:

Manage the Club's personnel program, to include:

- Coordinate with Club managers to determine open positions and post professional, informative job descriptions
- Receive all resumes and review candidates to find the most highly-qualified potential matches

- Assist management with new hire interviews
- Conduct due diligence reference checks on all new hires
- Conduct all pre-screening for job applicants
- Conduct New Hire Orientations and onboarding for all new hires
- Processes payroll for all staff on a bi-weekly basis
- Work with the Club's selected brokers to facilitate employee benefits enrollment and plan maintenance, including the overseeing of all Worker's Compensation claims
- Maintain all Club personnel-related files and coordinate record keeping in a continual effort to have the most current, relevant, and necessary information
- Continually review the Employee Handbook and assist in recommending Club policy updates, as warranted
- Serve as an advisor to the management team in regard to policy implantation, best practice, and compliance/legal considerations when making decisions regarding personnel.
- Maintain the highest level of confidentiality to protect the Club and its employees.
- Act as the administrator of the Club's payroll system, responsible for processing payroll as determined by the Club.
- Assist management in planning professional development for staff.
- Organize all necessary Club-wide compliance trainings and general staff meetings.
- Act as the Chairman of the Safety Committee.
- Assist with communications to employees (bulletin board postings, break room PowerPoint, etc.)
- Maintain the Organizational Chart.
- Establish and maintain employee motivation and retention programs.
- Compile and maintain data regarding turnover, wage and benefit benchmarking, and other personnel statistics and propose recommendations for improvements, as warranted.
- Remain consistently engaged in industry training to ensure the Club is in compliance with all applicable laws.
- Facilitate and complete an annual Human Resource audit.
- Take initiative to devise creative and effective ways to improve all aspect of the employee experience at the Club.
- Performs special projects, as requested, by the General Manager and/or the Assistant General Manager.

Required Experience: Bachelor's Degree in Human Resources or related field; or at least five years' experience in the Human Resource field. Must have payroll and benefits management experience. SHRM-CP or SHRM-SCP preferred*

Education/Training Requirements:

- Ability to efficiently use Microsoft Office Suite Products
- The necessary computer competency level to learn new software programs such as ADP, state online reporting websites, etc.

Other Duties: *This job description in no way implies that these are the only duties to be performed by the individual occupying this position. The individual will be required to perform any other job-related duties assigned by their supervisor.*

The Country Club of Orlando is a drug-free workplace. Drug tests and background checks are routinely performed on all new employees.

Job Type: Full-time

Salary: \$20.00 to \$24.00 /hour

Candidates who meet or exceed the above requirements are welcome to submit their resume to:
humanresources@countrycluboforlando.com.