



[www.Harbour Ridge.com](http://www.Harbour Ridge.com)

### **Human Resources Director**

Harbour Ridge Yacht & Country Club, Palm City, Florida, is seeking to fill the position of Human Resources Director. The Human Resources Director sets the tone not only for the human resources department, but for the entire company. Responsibilities include employee relations, policies, payroll, benefits and compliance issues. The HR department ensures that the organization runs smoothly and is responsible for promoting the culture of the club. The Club is seeking an individual that is innovative, creative, driven, forward thinking, committed to our company values and culture, exhibits excellent verbal and written communication skills and works collaboratively in a team. This position requires a very strong skill set in management, communication skills, team building, and ability to be diplomatic. Come be a part of our team!

Duties and responsibilities of a Human Resources Director include:

#### **Desired Skills & Key Characteristics:**

- Excellent leadership and communication skills, both written and verbal
- Possess excellent organizational skills
- Energetic, personable and welcoming demeanor a must
- In depth knowledge of motivating, supervising and training staff
- Ability to work as a team player across all departments
- Possess an ability to multi-task and to manage daily activities
- Proficient in Excel, Microsoft Word, and PowerPoint
- Diplomacy and the ability to deal with situations that are stressful to others
- Meticulous attention to detail

#### **Minimum Required experience:**

Human Resources: 5 or more years' experience in Senior Human Resources roles

HR Certification (SHRM, SPHR, PHR)

Paycom software knowledge a plus

Payroll, benefit administration, workers compensation experience

Strong knowledge of HR laws and regulations

Prior experience in country club, resort or hotel preferred

H2B international program a plus

**Type:** Full-Time, Year-Round, 401(k) and Health Benefits

**Compensation:** Commensurate with experience

**If you are a highly motivated professional with a passion for people, we encourage you to apply. Submit your Resume to [n.plaitis@hrycc.org](mailto:n.plaitis@hrycc.org) or Fax to (772) 873-6020. Full job description available upon request.**