



Orchid Island Golf & Beach Club Job Description

Job Title: Human Resources Director
Department: Administration
Reports To: General Manager/COO
Supervises: Human Resources Coordinator & Housing Coordinator
FLSA Status: Exempt
Employment Category: Full Time

Job Summary: Oversees all aspects of Human Resources and Risk Management. Assist Club/Realty/Community Association management staff with recruitment, selection and orientation of new staff members. Administer payroll records and assure that all applicable federal, state, and local wage and hour, Worker's Compensation and related laws are consistently complied with. Manage the health, 401k plan, and other benefits programs. Conduct labor analyses, staff planning, and other studies as requested. Coordinate risk management and safety programs.

Essential Duties & Responsibilities include the following, but not limited to:

1. Manages and assists in the development and implementation of applicable policies and procedures; coordinates software applications to generate required information.
2. Develops and plans recruitment strategies (H2b/H1b/J-1/PERM); makes hiring recommendations and coordinates necessary correspondence and forms. May conduct preliminary employment interview with applicants.
3. Benchmarks employee recruitment and selection processes with others in the industry and explores new strategies as appropriate.
4. Oversee general property orientation for new employees; assists in the development and implementation of inter-department orientation and training programs.
5. Assists department heads in planning professional development and training programs for employees.
6. Conducts and reviews wage and benefit surveys.
7. Negotiates and administers employee benefits including health and life insurance, 401k plans and workers' compensation; gathers information and assists the General Manager in making decisions about employee benefit plans. Proposes employee benefits enhancements and cost control measures to the General Manager. Oversee administration of group insurance, worker's compensation, and related benefits programs; communicates benefits information to staff.
8. Negotiates and administers all commercial insurance policies (i.e. property, flood, general liability, etc.).
9. Oversees 401k administration, conducts year end non-discrimination data and analysis for compliance. Serve as 401k Subcommittee employer representative by scheduling semi-annual meetings, drafting minutes and various schedules as needed.
10. Oversee all employee record-keeping functions in accordance with federal and state requirements.
11. Keeps current with laws and regulations relating to employees; assures compliance with these laws and regulations; advises managers, as necessary. Advises managers about discipline, termination, and related employment matters.
12. Continually reviews and assists in updating the employee handbook and personnel-related policies; assists in the management of the club's progressive discipline program; maintains policy manual.
13. Undertakes special projects relating to job description and specification updates, performance appraisal improvements, wage and salary comparison surveys, long-range staff planning and other personnel issues. Coordinates, monitors, and suggests improvements for the employee performance appraisal system

14. Coordinates transfer, promotion, and layoff strategies within the club.
15. Oversees Seasonal Housing program and ensures measures are in place to meet budget.
16. Establishes employee motivation and retention programs. Organizes employee recognition functions.
17. Interacts with General Manager and department heads to investigate employee violations of club policies and to recommend correction actions, if necessary.
18. Interacts with club's attorney relative to personnel legal issues involving concerns about EEOC, harassment and lawsuits.
19. Compiles and adheres to departmental budget; takes corrective actions as necessary to help assure that budget goals are met.
20. Recruits, trains, supervises, schedules, and evaluates HR Coordinator.
21. Oversees all work-related injury claims to ensure integrity, ongoing case management and reporting compliance. Ensures OSHA-related logs and reports are maintained as required by law.
22. Attends management and staff meetings as scheduled.
23. Performs special projects as assigned by the General Manager.

Education and/or Experience

- Bachelor's Degree or equivalent in Human Resources, Personnel Management, Psychology, Education, Public Administration or Organizational Development
- Specialized training in employment law, compensation, organizational planning and development, employee relations, training or labor relations preferred.
- Five to eight years of diversified experience in Human Resources positions, some of which should be in the hospitality industry.

Job Knowledge, Core Competencies and Expectations:

1. Demonstrated ability to interact effectively with staff as well as serve successfully as a key participant on the executive management team.
2. Excellent communications (verbal and written) skills.
3. Ability to work with a high level of confidentiality.
4. Knowledge of and ability to perform required role during emergency situations.
5. Broad knowledge and experience in employment law, compensation, organizational planning and development, employee relations, safety, and training.
6. Guide the day-to-day operations of the office in a business-like, positive, professional, and ethical manner.
7. Seek to improve self in knowledge and skills.
8. Effective use of time and efficient multi-tasker; flexible in work habits and work schedule.
9. Demonstrated record of good work attendance and reliability.
10. Must be highly organized and detail-orientated. Must be creative, decisive, and analytical.
11. Experience in Microsoft Word, Excel, Outlook, payroll/HRIS systems.

Please apply at <https://orchidislandfl.com/>