

Director of Human Resources

Salary \$90,000 - \$100,000

Plus Discretionary Bonus Plan

Reports to: General Manager

Education and/or Experience

1. Minimum of bachelor's degree or equivalent in Human Resources, Personnel Management, Leadership or Organizational Development.
2. Specialized training in employment law, organizational planning and development, employee relations, benefit administration, payroll, and training preferred.
3. Five to eight years of diversified experience in Human Resources positions, some of which should be in the hospitality industry.

Job Summary (Essential Functions)

Assist club 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. Coordinate risk management and safety programs. Implement data collection systems and processes and record wage and salary payments. Manage the club's health, 401k retirement and other benefits programs.

Job Tasks/Duties

1. Manages the club's personnel program; assists in the development and implementation of applicable policies and procedures; processes various labor staffing reports; coordinates software applications to generate required information.
2. Develops and places recruitment ads and social media messages; plans recruitment strategies; screens applicants; processes all employment applications; checks applicant's references; makes hiring recommendations and coordinates necessary correspondence and forms.
3. Benchmarks the club's employee recruitment and selection processes with others in the industry and explores new strategies as appropriate.
4. Ensures that new employees complete necessary employment forms and confirms that they are authorized to work in the United States.
5. Provides general property orientation for new employees; assists in the development and implementation of inter-department orientation and training programs.
6. Assists department heads in planning professional development and training programs for employees.
7. Proposes employee benefits enhancements to the General Manager.

8. Coordinates, monitors and suggests improvements for the club's employee performance appraisal system.
9. Keeps current with laws and regulations relating to employees; assures compliance with these laws and regulations; advises club managers as necessary.
10. Schedules and conducts club-wide employee safety meetings.
11. Maintains OSHA-related logs and reports as required by law.
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 club policy manual.
13. Manages the club's group insurance, unemployment and related benefits programs; communicates benefits information to staff.
14. 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.
15. Coordinates transfer, promotion and layoff strategies within the club.
16. Establishes employee motivation and retention programs.
17. Organizes employee activities such as the holiday party and other outings as appropriate.
18. Organizes employee recognition functions.
19. Advises line managers about discipline, discharge and related employment matters.
20. Interacts with General Manager and department heads to investigate employee violations of club policies and to recommend correction actions, if necessary.
21. Develops forecasts of short- and long-term staffing needs.
22. Creates and maintains organizational charts.
23. Compiles and adheres to departmental budget; takes corrective actions as necessary to help assure that budget goals are met.
24. Works with payroll personnel to assure that all forms required of new employees are completed.
25. Meets with Employee Relations Committee on regular, scheduled basis.
26. Oversees all work-related injury claims to ensure integrity, ongoing case management and reporting compliance.
27. Maintains employee bulletin boards.
28. Assigns locks and lockers to employees.
29. Maintains eligible driver report for all club vehicles.

30. Attends management and staff meetings as scheduled.
31. Develops personnel-related reports for the General Manager or department heads.
32. Performs special projects as assigned by the General Manager.

Physical Demands and Work Environment

1. Must be able to reach, bend, stoop, stand and lift up to 40 pounds.
2. Must be able to sit for prolonged periods of time.
3. Moderate noise level in the work environment

A full and complete application, including a comprehensive cover letter explaining your “fit” for this position may be sent in confidence to GM@THEBEACHCLUB.NET and including “Director of Human Resources-2024” in the Subject Line. No Phone Calls.

The Beach Club, Inc.

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Palm Beach, FL 33480