



GREENWICH COUNTRY CLUB

Job description

About Us:

Greenwich Country Club offers world-class amenities combined with a team that delivers exceptional hospitality and service. GCC is a private 650-member family country club, located on 165 acres in Greenwich, CT and is the premier country club in the area, bringing together a rich 129-year history with a family and community culture. The GCC offers a variety of employment and career opportunities from administrative and management roles to banquet services and sporting activities.

We are dedicated to providing an exceptional employee experience through our positive team environment and commitment to the human resource processes. When you join our team, we will ask one thing of you: YOUR BEST.

Come work in a great environment as part of a winning team!

About You:

Professional with strong work ethic able to perform a variety of HR related functions. Capable of relating to individuals at all levels within the organization. Dedicated service minded professional who comes to work with a smile and genuinely enjoys working with staff.

Primary Responsibilities:

- Consult with General Manager and Department Managers providing guidance in employee relations, disciplinary actions, hiring, terminations and all other aspects of the HR Function.
- Manage and help resolve employee relations issues. Conducts effective, thorough and objective investigations into complaints or disputes. Provides HR policy guidance and interpretation.
- Maintain current knowledge of legal requirements related to the HR function and ensure compliance with federal state and local employment law regulations.
- Conducts recruitment efforts for open positions. Writes and places advertisements. Reviews and screens applications. Works with supervisors to screen and interview candidates to match experience with job related requirements. Conducts reference checks, extends job offers.
- Consults with Managers to determine appropriate onboarding procedure for each department. Conduct the onboarding process with new hires.
- Research and attend relevant job fairs to source and hire candidates for open positions.
- Manage the Intern program and J1-Visa process.
- Create, revise, edit and proofread policies and procedures, performance review procedures and job descriptions as necessary.

- Review and update employee handbook as necessary. Distribute to all new employees and maintain signed acknowledgement in employee file.
- Maintain employee and applicant documentation. Organize, maintain and electronically update employee information and files.
- Performs benefits administration including monitoring employee eligibility for benefit plans, claims resolution, change reporting, reviewing benefits with employees and processing enrollment. Verifies monthly benefit billing accuracy and processes for payment.
- Annually re-evaluates benefits policies for cost effectiveness and employee needs. Organizes and manages annual open enrollment process. Acts as liaison between employees and insurance providers to resolve benefits related problems.
- Responds to and gathers relevant information for all unemployment claims. Prepares written responses and participates in hearings related to claims. Follows up on all approved claims.
- Reports, files and documents all Worker's Compensation claims. Interacts with provider to determine viability of claim and guide employee through process. Communicate with provider and employee until claim is resolved.
- Prepares documents for FMLA and disability claims. Arranges COBRA election for eligible terminated employees.
- Complete Employment Verification requests.
- Enhances professional knowledge and growth through continuing education courses, webinars, workshops and literature.
- This posting is not an all-inclusive list of duties. Other related duties may be required or assigned as directed by the General Manager or the needs of the staff.

Qualifications and Requirements:

- Minimum 3 years' experience in HR Generalist or other HR capacity.
- Experience administering employee benefits, including health and deferred benefit.
- Knowledge of Human Resource procedures, practices and methods. Knowledge of employment law and other government compliance regulations.
- Knowledge of computer and software skills, including spreadsheets and various reports.
- Possess strong, effective written and verbal communication skills.
- Ability to establish priorities and work independently.
- Ability to handle and resolve complex situations in a calm, neutral manner.

Working Conditions and Environment

- This function spends most of the time seated or standing in an office using standard office equipment including telephones and computers. Occasional periods of standing or walking throughout the office, building or grounds may occur.
- Some light to moderate lifting of supplies or materials may be required.
- Frequent and unexpected interruptions from staff, visitors or members may occur throughout the workday.

Job Type: Full-time

Pay: \$70,000.00 - \$75,000.00 per year

Send Resumes – [Keith Armstrong, General Manager](mailto:Keith.Armstrong@greenwichcountryclub.org)

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