



HR/Benefits Administrator at The Stanwich Club

DESCRIPTION:

The Stanwich Club, one of the most esteemed golf clubs in the world, has an opportunity for a full-time HR/Benefits Administrator. The HR/Benefits Administrator main functions are: Human Resources, Benefits Administration and Payroll Assistant.

Job description, responsibilities and requirements include but are not limited to:

RESPONSIBILITIES:

- All Human Resource functions and benefits administration including, but not limited to: Onboarding of all new hires and rehires, maintaining employee records, administering 401k, health insurance, dental insurance, COBRA, life insurance, AFLAC, Workers Compensation, Unemployment, FMLA.
- Organizational compliance (ACA, DOL, etc.)
- Maintaining the Employee handbook and working with legal counsel.
- Organize annual employee meetings but not limited to Employee Benefits
- Work in partnership with department heads whenever assistance is needed for gathering information for human resources, benefits administration and payroll.
- Maintain current knowledge and understanding HR & employment law and ensure compliance with federal, state and local regulations.
- Assisting Assistant Controller, Controller & GM/COO as needed

REQUIREMENTS:

- Bachelor degree in human resources
- Minimum 3 years' experience in HR Generalist or other HR capacity. Private Club experience is a plus.
- Knowledge of Paycom or other payroll system.
- Strong computer skills-Microsoft Office Suite required
- A high degree of integrity, work ethic, and dedication.
- Strong written and verbal communication skills.
- Well organized self-starter able to manage time and establish priorities.
- Ability to handle and resolve complex situations in a calm, neutral manner
- Able to meet deadlines and work under pressure independently or in conjunction with the GM/COO and Controller or department heads on high priority projects.

COMPENSATION & BENEFITS

- Compensation commensurate with experience
- Medical and dental benefits, 401k and Life Insurance
- Annual Christmas Bonus

This is a salary position with an excellent benefit package. Please send resume and cover letter to jfirriolo@stanwich.com. All inquiries will be kept confidential.