



## **Job brief: Manager of Human Resources, Springfield Country Club**

We are looking for a seasoned Human Resources professional to join our fast-paced and innovative team. As a member of the Springfield Country Club executive staff, reporting to the General Manager and Executive Vice President, the Manager of Human Resources will lead a variety of initiatives and activities on behalf of the country club and its affiliated entities including talent acquisition, training, development, reporting and administration, delivering against both strategic and operational objectives. The Manager of Human Resources will also be involved with various projects and assignments as needed in various capacities.

### **Responsibilities**

- Talent Acquisition
  - Overseeing recruitment efforts for all personnel, including writing and placing job ads
  - Maintaining relationships with both internal and external stakeholders to ensure staffing goals are achieved
  - Creating and revising job descriptions
  - Candidate Screening including reference and background checks
  - Performing in-person and phone interviews with candidates
  - Coordinating interviews with internal stakeholders
  - Following up on the interview process status
  - Informing job applicants of job duties, responsibilities, benefits, schedules, working conditions, promotion opportunities, etc.
  - Serving as a liaison with area employment agencies, colleges, and industry associations
  - Constantly searching for new places to look to source talent
  
- Training and Development
  - Conducting new employee orientations and employee relations counseling
  - Planning, organizing, developing and implementing training and development programs
  - Planning and evaluating the resources needed to meet training and development goals
  - Overseeing the creation and development of instructional training methods, such as individual training, group training, lectures, demonstration, conferences, and workshops
  - Selecting teaching aids that assist in training, such as handbooks, demonstration models, multimedia visual aids, webinars, and computer tutorials, among others
  - Administering testing and evaluation as to measure progress and effectiveness of training and development programs
  - Encouraging regular performance feedback and coaching opportunities
  - Managing the growth of employees through training and filling employment gaps to help secure a competitive advantage
  
- Reporting and Administration
  - Maintaining department records and reports
  - Participating in administrative staff meetings
  - Maintaining company directory and other organizational charts
  - Recommending new policies, approaches, and procedures



- Administering appropriate company assessments
- Staying current on the company's organization structure, personnel policy, and federal and state laws regarding employment practices
- Consulting with management and supervisors to stay current on organization policies, procedures, business initiatives, technologies, and regulations
- Completing timely reports on employment activity
- Conducting exit interviews
- Preparing or updating employment records related to hiring, transferring, promoting, and terminating
- Explaining human resources policies, procedures, laws, and standards to new and existing employees
- Ensuring new hire paperwork is completed and processed
- Addressing any employment relations issues, such as work complaints and harassment allegations
- Processing all personnel action forms and ensuring proper approval

## **Requirements**

- Minimum of 3 years as an HR professional
- Strong recruiter with prior food and beverage industry hiring experience
- Significant proven experience and competency in performing the full range of human resources activities with organizational development, coaching, building company culture, managing staff/performance
- Certification as Professional in Human Resources (PHR) or equivalent, and above highly desirable.
- Must have a minimum of a Bachelor's degree or equivalent in HR, Business, or a related field

## **To Apply:**

**Please send a cover letter and resume to**

**[nsteinmetz@springfieldcountryclub.net](mailto:nsteinmetz@springfieldcountryclub.net)**