

Grand Harbor (Vero Beach, FL) & The Club at New Seabury (Mashpee, MA)

Human Resources/Payroll Manager

Grand Harbor in Vero Beach, Florida and The Club at New Seabury in Mashpee, MA on Cape Cod are premier private residential golf communities. Supporting both clubs, the Human Resources/Payroll Manager is responsible for the overall efficiency and effectiveness of the Human Resource Department while maintaining the highest ethical standards and projecting a positive image to employees and applicants.

The Human Resources/Payroll Manager communicates policies, procedures and the need for employee engagement effectively to leadership and employees. He/she forms and maintains relationships with external recruitment sources and works collaboratively with hiring managers to ensure a timely and qualified talent pipeline to source and recruit for seasonal hiring, as well as regular employment needs. He/she is responsible for sourcing/recruitment venues and creates partnerships with community and educational organizations to fulfill upwards of 300 hires, during peak season(s), annually.

The Human Resources/Payroll Manager oversees benefits compliance requiring expertise in 401k audits, submission of 5500's and other related legislative requirements. Ensures compliance with Federal and State employment laws, including but not limited to, FMLA, HIPAA, COBRA, ERISA, ADA, etc. The Human Resources/Payroll Manager leads annual benefits audits, initiate collection and submittal of tax returns and other compliance activities, in a timely and proactive manner. He/she answers benefits and policy questions for employees and managers and participates in and/or conduct salary surveys as requested.

The Human Resources/Payroll Manager must have robust talent acquisition skills and experience with high volume hiring and the ability to form relationships with external recruitment partners. Candidates must also be able to work under tight time constraints, handle sensitive data, and multi-task so that deadlines can be met. Ideal candidates will be highly organized and able to prioritize and manage time efficiently with the ability to handle stress in a fast-paced, deadline-driven environment.

Candidates should have a Bachelor's Degree with a minimum of seven years generalist HR/payroll experience as well as solid problem solving skills, exceptional customer service orientation, strong numerical ability, analytical skills, and excellent verbal and written skills.

Candidates can be based in either Vero Beach, Florida or Mashpee, Massachusetts but will have responsibility over both clubs.

Compensation: The Club will offer a competitive compensation plan, along with standard benefits.

Interested and qualified candidates should complete the online candidate profile form and submit a compelling cover letter and resume for consideration at <http://denehyctp.com/submissions/>. If you have any questions or need further assistance, please contact Dan Denehy by email at dan@denehyctp.com and copy alison@denehyctp.com.