

HUMAN RESOURCE DIRECTOR / PAYROLL SPECIALIST

The Dothan Country Club was founded on the present location in 1923, with the first round of golf completed on February 24th 1924. The original clubhouse was a graceful structure with a veranda running along three sides. The Verandas long windows give views into the stunning design. Several renovations continued throughout the years on the clubhouse until the completion in 2018. Today, the Dothan Country Club is recognized as one of the leading country clubs in south Alabama. It is renowned for excellent food, warm gracious atmosphere and friendly professional service. The club has earned this reputation over its long history due largely to outstanding teamwork, clear standards and the strive to achieve excellence in customer service and Member satisfaction. The Club facilities provide for a wide variety of services. A number of private function rooms lend themselves to every purpose from formal dinner parties to social receptions, meetings or a la carte dining. Additionally, features of the Club include a cocktail lounge, a 19th hole grill, seven tennis courts, swimming pool, health club and an eighteen-hole golf course which hosts one of the tournaments in the triple crown of junior golf, the Future Masters Golf Tournament.

The Dothan Country Club seeks a dynamic and accomplished human resource professional that has hospitality and/or country club experience. This professional has a strong background in recruitment, screening, hiring, onboarding and payroll procedures.

Basic Function: Serves as the Administrative Assistant providing support for the Club Manager and the Chief Financial Officer in their relations with all club employees, particularly in implementing new policy or clarifying existing policy. The Human Resource, Recruiting and Payroll Specialist will be a liaison between management at all levels and hourly employees, as well as to provide support for all employees in dealing with job related situations and benefits.

Reporting Relationship: Reports directly to the Chief Financial Officer and the Club Manager within the organization.

Job Requirements:

- A Bachelor's degree in Human Resource Management is preferable plus a minimum of four to six years of Human Resource management experience in a hotel, resort, restaurant or country club or an equivalent combination of related education and experience.
- Good communication and organizational skills.
- Background in dealing with Human Relations issues such as worker's compensation, retirement programs, employee health insurance, OSHA regulations, and other governmental regulations and programs.
- Fully understands that Human Resources are a vital component of the health and success of the Dothan Country Club.
- Ability to formulate programs and policies that adapt to our company culture, mission and course of direction.
- Experience processing payroll.
- Must have the ability to maintain confidentiality.
- Must take a pre-employment drug screen and background check.

Normal Job Duties / Recruitment:

- All recruitment activities: job requisitions/postings, job offers, pre-employment prerequisites
- Help in the screening, selection and recruiting of new employees.
- Monitors training programs and advising those conducting such.
- Attend job fairs, recruitment events, etc.
- Create job advertisements
- Review and screen applications daily
- Schedule interviews
- Meet recruitment goals: number of applicants screened and interviewed, job offers made, acceptance rate
- Create job fair and new hire packets
- Conduct orientation and assist new hires with onboarding
- Provide benefits enrollment assistance for new hires, as needed
- Communicate club standards, policies and procedures to all employees.
- Help in the formulation of employee benefit programs, serve as the primary contact in the implementation process and monitor the effectiveness of all benefit programs.
- Monitor wage programs, including employee reviews and weekly timekeeping.
- Limited counsel of employees not in compliance with club policy.
- Review all disciplinary action taken on the departmental level.
- Custodian of permanent employee records, including the recommendation and implementation of all forms.
- Ensure that through a preventative program that situations that might foster employee litigation, injuries, and expense are negated.
- Assume a lead role with the preparation of weekly payroll.

Job Type: Full-time

Salary: \$40,000.00 to \$45,000.00 /year based on experience.

The club offers a comprehensive benefits package including health insurance, 401k, and paid time off.

Bonus plan based on performance.

Dynamic, accomplished, and qualified candidates that are interested in applying for the Human Resource Director position at the Dothan Country Club, please send your resume to Brendan Hennebery Club Manager at clubmanager@dothancountryclub.com