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HUMAN RESOURCES MANAGER PROFILE: THE MOORINGS YACHT & COUNTRY CLUB VERO BEACH, FL

HUMAN RESOURCES MANAGER AT THE MOORINGS YACHT & COUNTRY CLUB

Established over 40 years ago, The Moorings Yacht & Country Club, one of Vero Beach's most prestigious, private, member-owned clubs is searching for a Human Resources Manager who will join and serve a high-performing team dedicated to enhancing members' lifestyles through the highest standards of leadership and service.

[Click here to view a brief video about this exciting opportunity.](#)

ABOUT THE MOORINGS YACHT & COUNTRY CLUB

Located on the shores of the Indian River Lagoon, The Moorings Yacht & Country Club is where a piece of paradise awaits you. Here you'll find 36 holes of golf, including Pete Dye's signature course, The Hawk's Nest Championship course, 9 Har-Tru® tennis courts, 4 pickleball courts, a state-of-the-art fitness center, croquet, pool, and spa, an active yacht club, a Kid's Zone, a dynamic social calendar, as well as a beautifully appointed clubhouse offering fine and casual dining experiences.

THE MOORINGS YACHT & COUNTRY CLUB RELEVANT STATS

- Employees: 215 (165 FTE)
- Annual Payroll: \$7.7M
- Members: 1050
- Annual Revenue: \$15M

THE MOORINGS YACHT & COUNTRY CLUB: www.themooringsclub.com

HUMAN RESOURCES MANAGER – POSITION OVERVIEW

The new Human Resources Manager of The Moorings Yacht & Country Club is charged with advocating the Club's mission statement through serving its most important assets; its employees. With an intuitively engaging style, the successful individual will display leadership and professionalism with a strong understanding of how to balance administrative responsibilities with the need for being highly visible and interactive with all departments and staff members. Work in clear "partnership" with the Executive Management Team while keeping them actively abreast of active issues.

KEY INITIATIVES AND RESPONSIBILITIES

Employee Processing

- Process New Hire applications and paperwork; ensure new hire has all needed information on day one and the Club has all pre-employment results (drug test results, background checks, etc.)
- Announce new hire through all appropriate channels and provide tour of Club facilities.
- Maintain all payroll records including employee hard copy files and computerized records.
- Process terminations including appropriate exit pay, COBRA notification and submission of benefit changes to accounting for adjustment of invoices, and conduct exit interviews.

Payroll and Human Resources Systems

- Set up and maintain all employees in payroll system and maintain personnel files and database.
- Process benefit paperwork for deductions in payroll system.
- Prepare and process weekly payroll including all reporting to managers and distributing weekly payroll budget report to all managers; provide Executive management Team ongoing and requested reports.

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Employee Benefits, Services and Training

- Creates and processes various labor/staff reports. (Time-off, FMLA, etc.)
- Reviews wage and benefit surveys; along with the Director of Finance, proposes employee benefits enhancements to the Executive Management Team.
- Conducts quarterly random drug testing.
- Manages Club's group insurance, unemployment and related benefits programs and communicates benefit information to employees. Plans and executes annual benefits fair.
- Oversees all work-related injury claims to ensure integrity, on-going case management and reporting compliance. Provide follow up and support for employees on Workers' Compensation.
- Oversees beverage training on a quarterly basis with Food and Beverage employees and report as required by state regulations.

Policies, Procedures, Communications and Regulatory Compliance

- Works with Executive Management Team to plan recruitment strategies; approves recruitment ads; screens applicants and makes hiring recommendations.
- Assists managers in development of job descriptions. Reviews job descriptions for conformance to industry standards and legal requirements. Rewrite/revise, as necessary.
- Continually review and assist in updating the employee handbook and personnel related policies informing Executive Management Team of any conflicting policies or errors discovered by employees or due to changes in the law.
- Develops Club's progressive discipline program with Executive Management Team and assists with its management.
- Keeps current with ever-changing laws and regulations relating to employees; assures compliance with these laws and regulations.
- Consults with legal counsel as appropriate and/or as directed by the Executive Management Team on personnel issues
- Advises department managers about discipline/discharge and related matters.
- Remains current on state and federal regulations; distribute pertinent information to managers and/or employees once approved by Executive Management Team.
- Updates workplace safety program to conform to legislative and operational changes.
- Prepares response to all Unemployment and Workers' Compensation Claims per Club policy and as required by law.
- Annually reviews and make recommendations to the Executive Management Team and Board of Governors for improvement of Club's policies, procedures, salary/compensation program and practices on personnel matters.
- Participates in recommendation and development of management merit compensation program.
- Coordinates with Director of Finance on annual review of employee wages and reviews increases and changes to pay structures to ensure wages conform to budget requirements throughout the year.

The Moorings Club Educational Foundation

- Serve as contact person for applicants via phone and e-mail.
- Distribute and collect applications from interested students.

INITIAL PRIORITIES OF THE HUMAN RESOURCES MANAGER

As an integral part of the MYCC's management team, the following priorities have been identified as recommended primary focus:

- Meet and sincerely interact with and engage as many staff as possible, "be present!" Build trust whenever and wherever possible, schedule interactive times and follow up on details.
- Listen, observe, meet, and learn the various departments, staff, and overall culture. MYCC is an employer whose brand has been built on "familyness," and the successful candidate will integrate with the team and embrace the established work culture.

- Assess, evaluate, recommend, and articulate Human Resource needs and plans to the Executive Management Team.
- Develop and execute HR policies and procedures in support of the Club's mission, specifically in the areas of recruiting, training and development, performance evaluation, and compensation.

CANDIDATE QUALIFICATIONS

A minimum of 5-7 years of progressive Human Resources management experience within a hospitality, service-oriented culture, preferably within a private club environment. Excellent written and oral communications skills, strong interpersonal skills, technologically savvy/highly computer literate. Ability to work with a high level of confidentiality and professionalism. Knowledge of applicable federal/local/state laws and HR best practices. Strong understanding of onboarding and payroll systems; experience with vetting and transitioning payroll systems a plus.

EDUCATIONAL AND CERTIFICATION QUALIFICATIONS

Bachelor's degree preferred with formal training in Human Resource Management.

SALARY AND BENEFITS

Salary is open and commensurate with qualifications and experience. The club, along with the typical SHRM benefits, offers an excellent bonus and benefit package.

INSTRUCTIONS ON HOW TO APPLY

Please upload your resume and cover letter, in that order, using the link below. You should have your documents fully prepared to be attached when prompted for them during the online application process.

Preparing a thoughtful letter of interest and alignment with the above noted expectations and requirements is necessary. Your letter should be addressed to Craig Lopes, General Manager and clearly articulate why you want to be considered for this position at this stage of your career and why MYCC and the Vero Beach area will be beneficial to you, your family, your career, and the Club if selected.

You must apply for this role as soon as possible but no later than Friday, July 24, 2020. Candidate selections will occur late July with first interviews expected in July 2020 and second interviews a short time later. The new candidate should assume his/her role in late August 2020.

IMPORTANT: Save your resume and letter in the following manner:

"Last Name, First Name - Resume" &

"Last Name, First Name - Cover Letter, MOORINGS YACHT AND COUNTRY CLUB"

(These documents should be in Word or PDF format)

Note: Once you complete the application process for this search, you are not able to go back in and add additional documents.

[Click here](#) to upload your resume and cover letter.

If you have any questions, please email Holly Weiss: holly@kkandw.com.

Lead Search Executives:

Michelle A. Riklan, Search Executive

michelle@kkandw.com

908-415-4825 (M)

Thomas B. Wallace III, CCM, CCE, ECM, Partner

412-670-2021 (M)

tom@kkandw.com