



Founded in 1915, Olympia Fields Country Club is the pinnacle of the private club experience. Olympia Fields Country Club boasts two award-winning & top ranked golf courses. A 110,000-square-foot clubhouse which includes one of the largest men's locker room, an award-winning pro-shop, 24 well-appointed guest rooms, resort style aquatic and tennis facilities, five exquisite dining options, secluded conference rooms, and two magnificent grand ballrooms.

Located conveniently 32 miles south of downtown Chicago, Olympia Fields Country Club serves as a wonderful escape for golf enthusiasts and the perfect retreat for entertaining business clients or a fun group getaway.

**Position Summary:** Olympia Fields Country Club seeks a motivated and detailed oriented Human Resource Manager. The HR Manager will report to General Manager to ensure Human Resource functions are executed in a timely manner. HR Manager must show empathy, patience, and be proactive in all aspects of Human Resources.

**Reports to:** Club Manager

The following is a listing of essential duties for this role. This list is not all-inclusive and other tasks may be added by the Club Manager as they arise.

**Employee Relations:**

- Interacts with management to investigate employee violations of club policies and recommend corrective actions
- Assists the management team with progressive discipline and proper documentation
- Interacts with club's attorney when resolving personnel legal issues
- Attends departmental and club meetings/trainings

**Benefits:**

- Assists with managing the club's group insurance, unemployment and related benefits programs; communicates benefits information to staff during open enrollment, initial enrollment or qualifying events.
- Processes billings and maintains records for medical, dental and other group insurance coverage
- Reports COBRA eligible employees in a timely manner
- Maintains 401K records accurately including eligibility

**Legal and Compliance:**

- Assists in the development and implementation of applicable policies and procedures, ensures law posters are updated in multiple locations
- Keeps abreast of laws and regulations relating to employees; assures compliance with these laws and regulations; advises Controller as necessary.
- Reviews and assists in updating the employee handbook and personnel-related policies
- Maintains organized file systems - paper and digital, follows record retention guidelines.

#### **New Hire Onboarding:**

- Posts jobs and assists management in hiring positions as needed.
- Processes candidates background and drug screens, including rehired employees
- Ensures new hires are completely set up and ready for work on their first day, including name tag, uniform, timeclock, app access, and parking pass
- Takes inventory of uniforms and ensures are in stock before the summer season, coordinates with the Golf Shop and places order via different vendors
- Coordinates and hosts employee orientation for new hires/rehires

#### **Payroll:**

- Maintains time and attendance, absentee, leave, vacation, and sick leave reports.
- Produces lunch, staffing and other reports as requested
- Prepares all payroll related tasks:
  - Verifies & correct punches for all departments including salaried staff
  - Ensures employees have appropriate local, state and federal taxes and other deductions from gross pay
  - Enters accurate deductions for insurance, 401k, wage garnishments, child support etc.
  - Uploads 401k files to ADP bi-weekly
  - Uploads live checks file to bank after payroll has processed
  - Print and distribute paystubs for employees who request it
  - Mail payroll checks to terminated employees, if necessary
- Verifies and mails W2's and other year-end reporting as required.

#### **Training:**

- Coordinates and maintains the mandatory IL Harassment training records
- Maintains the records on F&B, Bassett and Food Handler certificates

**Worker's Compensation:**

- Oversees all work-related injury claims to ensure integrity, on-going case management and reporting compliance.
- Communicates with managers on any employee restrictions
- Communicates with adjusters on injured employees' status and missed wages
- Maintains OSHA-related logs and reports for Club Reporting

**Requirements:**

- Bachelor's Degree in Human Resources required
- Must maintain or be working towards SHRM-CP or SHRM-SCP certification
- At least 3 years' experience in Human Resources role required
- Experience in the Club and/or Hospitality Industry required
- ADP & Paylocity experience preferred
- Proficient with HRIS systems and MS Office
- Ability to work with sensitive information and keep information confidential
- Attention to detail, great organizational and ability to multi-task and prioritize tasks with minimal supervision
- Strong knowledge and interpretation of employment-related laws and regulations

**Attributes:**

- Friendly, cheerful, and positive can-do attitude
- Hospitality mind-set with great service and resource skills for employees
- Team player- have team-oriented experience and approach and enjoy working as part of a team
- Excellent communicator- able to interact with people of all levels in a confident, professional manner. Excellent verbal and written communication, along with interpersonal skills.
- Bilingual preferred
- Demonstrates sound judgment and the ability to follow through
- Excellent organizational skills and attention to detail.

**Schedule:**

- Full-time Exempt, 40 hours per week, with seasonality fluctuation
- Monday – Friday 9am to 5:00 pm (may be needed on Saturdays briefly during hiring season)
- Sometimes may be needed earlier or later due to various shift schedules at Club

**Resumes To:** Adam Nickerson, Club Manager - [anickerson@ofcc.info](mailto:anickerson@ofcc.info)