

## Job Description

### **Human Resources & Payroll Manager**

Your major roles will be in the areas of human resources and payroll. Previous hotel experience is preferred. Experience with Excel and other Microsoft Office products is preferred. You must possess the following experience, knowledge, skill sets and personal qualities to be considered for this position:

- Must have previous payroll processing experience, preferably in a hotel and/or restaurant environment. Candidates with experience processing payroll with **ADP Workforce Now** will be given stronger consideration.
- This role encompasses benefits administration for the resort's team members. You will handle all aspects of medical and dental enrollments, cancellations, monthly statement reconciliations and payroll deductions. You will also plan and coordinate the annual open enrollment meetings with our benefits broker and with representatives of our medical and dental insurance companies.
- Must have previous experience in major aspects of human resources; recruitment, screening, onboarding, creating & sustaining a positive workplace culture, new hire orientation, etc.
- Organize team member recognition programs and rewards. Plan team member events.
- Must be an advocate for all team members and cultivate an inclusive and supportive environment.
- Experience with managing a job seeking database account such as Indeed, CareerBuilder, etc. is preferred.
- Previous experience in processing and handling of workers' compensation insurance claims for on-the-job injuries.
- Previous experience in processing and handling unemployment benefit claims from former employees.
- Intermediate Excel skills are preferred. You will be asked to create ad-hoc Excel reports for wage, administration, and labor reporting.

***The job duties listed above are not intended to be all-inclusive. You may be asked to perform any reasonable management request to meet the ongoing needs of the hotel.***