



Meridian Hills Country Club

TITLE: Human Resource Manager and Administration

SALARY RANGE: Commensurate with Experience

FLSA: Salary/Exempt

REPORTS TO: Controller

Meridian Hills is a family country club home to 700+ membership families located in the heart of the Midwest. The Club is widely recognized as a premiere facility in Indiana whose tradition of distinguished membership provides exceptional social opportunities, amenities, grounds, and a gathering place year-around for the family. In 2023, the Club is celebrating its 100th Anniversary.

The Club is looking for a leader in the Human Resource Management field who is eager to work alongside other professional leaders and take the Club to new heights. The ideal candidate not only has Human Resource experience and education, but also possesses the following characteristics:

- Passion for the professional work that they perform
- Humility
- Hunger to strive for excellence
- Understands how to perform in a team environment
- Has personal and professional integrity
- Is a good listener
- Enjoys developing others
- Organized
- Has grace under pressure
- Is able to diffuse difficult situations

PRIMARY DUTIES AND RESPONSIBILITIES

- Oversees the maintenance, analysis, and communication of all employee records.
- Conducts onboarding of all personnel; manages general Club orientation for new staff members and works with Communications to catalog all employees for member-facing staff page on website and newsletter.
- Administers various human resources plans and procedures for all company personnel.
- Ensures compliance with policies and procedures. Upon identification of inconsistent practices, makes recommendations for improvement.
- Administers the 401K retirement plan and administrative responsibilities associated with the plan.
- Manages workers' compensation program including claims reporting process, follow-up, and reporting.
- Directs benefit administration, enrollment, and renewal negotiations.
- Performs benefits administration to include claims resolution, change reporting, approving invoices for payment, and communicating benefit information to employees.
- Participates in developing department goals, objectives, and systems.
- Directs and administers team programs and activities including, but not limited to, employee recognition and appreciation celebrations, employee functions, and employee safety and wellness programs.
- Administers compensation program; monitors performance evaluation program and revises as necessary.
- Assists with job descriptions and advertising openings in various medias.

- Collaborates with various department heads to review applications and interview applicants; assists in obtaining work history, education, training, job skills, salary requirements, and provides information about the organization and position.
- Manages and resolves complex employee relations issues. Conducts effective, thorough, and objective investigations.
- Maintains in-depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance.
- Provides day-to-day performance management guidance to line management (coaching, counseling, career development, disciplinary actions).
- Works closely with management and employees to improve work relationships, build morale, increase productivity and retention.
- Provides HR Policy guidance and interpretation.
- Review and maintain an Employee Handbook
- Performs other administrative tasks as assigned by the Controller

EDUCATIONAL AND EXPERIENCE REQUIRED: Bachelor's Degree in Human Resources Management or a Bachelor's Degree and 3-5 years equivalent HR experience

EXPERIENCE PREFERRED:

- PHR, SPHR, or SHRM Certified
- Bilingual Spanish

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this position:

- The employee is regularly required to stand and/or sit for long hours.
- Must be able to talk and hear in person and by telephone.
- Must be able to use hands and fingers to operate, handle, or feel office equipment.
- Must reach with hands and arms.
- Work is performed in a professional office setting utilizing telephone, computer, and other office equipment.
- While performing duties of this class, the employee is regularly required to work on multiple concurrent tasks with constant interruptions, read and interpret documents and information; use oral communication skills; interact with Meridian Hills Country Club staff, membership, the general public, and others encountered in the course of work, some of who will be dissatisfied and/or angry individuals.
- Ability to perform first aid and CPR while utilizing the emergency equipment.
- Move or lift objects up to 30 pounds.
- Must be able to climb, crawl, reach, stoop, kneel, crouch, crawl, push or pull.
- Communication, to include: reading, hearing, and talking with employees and members.
- Must have close, distance, peripheral, and color vision along with the ability to adjust focus.

The statements above are intended to describe the general nature and level of work being performed by people assigned to this job. They do not constitute an employment agreement between the employer and employee; other duties may be assigned as the needs of the employer and requirements of the job change for the company's overall benefit.

To apply, please email your cover letter and resume to Chad Schultenover, CCM, CCE at cschultenover@mhcc-indy.com