HR Generalist/Recruiter

ABOUT OKI GOLF:

At Oki Golf, our business is hospitality! We are committed to a culture that encourages growth and development, recognizes team member's hard work and commitment to service, and rewards team members for process improvement ideas and going above and beyond. If you truly have a passion to serve others and are committed to working hard, this is the place for you.

POSITION SUMMARY:

As the Oki Golf Management, LLC HR Generalist/Recruiter, you will play a leading role in the execution of Human Resources policy and practice. This includes providing team-members with superior HR-related customer service and administering policies in all areas of human resources. A strong knowledge of benefits administration (including health, vision, dental insurance, 401K plans, and others), and the ability to research and explain benefit policies to team-members and management is a must. You will learn, utilize and assist in the maintenance of the human resource information systems (HRIS) – Ceridian/Dayforce, to include time and attendance, labor management and payroll information systems. Your strong communication skills, team-success motivation and ability to thrive in a dynamic and highly productive environment is key in this role. You will develop and maintain effective relationships and provide Human Resources leadership. You will also own the recruiting strategy and process for all positions across the organization. This includes seasonal, part-time and full-time positions at all levels within the organization. If you love guiding people, leading projects, problem-solving and implementing solutions, you’ll love this job.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

**HR Generalist Function Responsibilities:**

* Support and guide employee relations activities under the direction of the HR Director.
* Manage various weekly and monthly reporting requests including but not limited to ACA reporting, headcount management, hiring stats, etc.
* Support the training efforts of team members, from new hire orientation/training to other HR-related training rollouts for leaders or team members.
* Work with Oki Golf Management Leadership and the HR team to develop and implement HR strategies and solutions
* Provide management coaching to front line managers and senior leaders
* Work with business groups to assess, create and implement innovative solutions across the organization based on company needs
* Draft and distribute written and verbal communications related to HR policies, programs and processes

**Recruiting Function Responsibilities:**

* Manage full-cycle recruiting processes to meet various staffing goals.
* Develop and implement search strategies to include candidate selection processes and metrics for search effectiveness.
* Develop and implement campaigns & initiatives to best address the recruiting needs throughout the company and its’ associated venues.
* Source and attract candidates by using databases, social media and internal sources.
* Actively outreach to potential team members.
* Proven ability to effectively screen applicants, conduct interviews and make hiring recommendations.
* Partner with field leaders to ensure appropriate staffing and support.
* Oversee our HR Recruiter mailbox and respond to or direct inquiries accordingly
* Promote continuous improvement and benchmarking - recommending innovative ideas, processes, systems and best practices to enhance the recruiting process and related outcomes.
* Network through industry contacts, association memberships, trade groups and team members to establish Oki Golf as a recognizable employer of choice.

QUALIFICATIONS, EDUCATION AND/OR EXPERIENCE:

* Bachelor's degree in HR Management, Business Administration, etc., preferred
* Minimum 3 years HR Generalist/Recruiting experience, required.
* Benefits administration experience, preferred
* Experience and understanding of ACA rules/regulations, preferred
* PHR or SPHR Certification, preferred
* Excellent organizational skills, sense of urgency and results oriented mind set.
* Strong communication skills both verbal and written.
* Proven ability to develop effective working relationships and ensure open information flow between the field and the Home Office, ensuring appropriate levels/types of communication are maintained.
* Proven success thriving in a fast-paced environment, working well under pressure and managing multiple priorities and deadlines effectively.
* Ability to work independently and collaboratively in a team environment.
* Proven use of online search tools and social media platforms.
* Proficient with all Microsoft Office programs.
* Proven ability to diagnose problems using strategic thinking skills as well as identify and drive appropriate solutions
* Strong Project/Program Management skills
* Ability to work independently as well as part of a business and HR team
* Broad experience and specific knowledge of human resource theory, including employee relations, development and performance appraisal systems
* Strong understanding/experience with HRIS and ATS (experience with Dayforce/Ceridian HRIS is a plus)
* Hospitality industry experience a plus

WORK ENVIRONMENT: The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the team member must:

* Lift, reach, bend, twist, push, pull, squat, grasp and use arm-hand coordination on a consistent basis
* Sit for extended periods of time – up to 8 hours/day
* Have the ability to lift up to 50 pounds occasionally.

BENEFITS AND PERKS:

Oki Golf offers an impressive collection of benefits! Some benefits include:

(35hrs + per week) may be eligible for:

* Medical/Dental/Vision/Telehealth Coverage
* FSA options
* Company paid Life Insurance and Long Term Disability
* 401(k) with company match
* Paid Vacation

(30hrs + per week) may be eligible for:

* Medical/Telehealth Coverage
* FSA options

All Team Members:

* 401K with company match
* Golf Benefits, Meal and Merchandise discount
* Paid Sick Time
* Team Member Referral Program and more!

*Oki Golf is proud to be an equal opportunity employer. We are committed to creating an inclusive environment, and we welcome and encourage people of all backgrounds, perspectives, experiences, and skills to apply.*

*All employment decisions at Oki Golf are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. We will not tolerate discrimination or harassment based on any of these characteristics.*