The Winchester Country Club is a private family-oriented club with many third-generation memberships. Established in 1902 and situated 11 minutes north of Boston, this Club is owned by upward of 700 members. The club includes an 18 hole Championship Donald Ross course, a Golf Learning Center, Swimming Pool, A Sports Center, three paddle courts and four lighted clay tennis courts as well as both golf and tennis pro shops. This part-time HR manager position has plans to transition into full time for 2022 works as a resource for employees and management, serving as a consultant to management on Human Resource related issues. The HR Manager formulates partnerships across the organization to deliver value added service to management and employees that further enhances the work environment for all at the club.

**Primary Responsibilities:**

**Payroll Administration**

**Benefit Administration**

**Employee Relations**

**Compliance**

**Support Department Heads** in areas of **Recruitment** and **Staff Development**

**Requirements**

**To be considered for this opportunity, please see the following job requirements :**

* BS/BA in Human Resources Management, Business, Psychology or equivalent education and directly related work experience.
* 3-5 years’ experience in an HR role with strong knowledge of state, federal and local regulations relating to all employment areas
* Exceptional communication verbal, written and interpersonal skills
* Experience with HR payroll/personnel software system(s); ADP experience a plus
* Strong knowledge of full-cycle recruitment processes
* Proven ability to foster and build positive working relationships and collaboration with colleagues and employees at all levels
* Strong understanding of the requirements of confidentiality and discretion
* Proficiency using Microsoft Office programs
* Experience utilizing social media tools for recruitment
* Ability to work at fast-paced work environment and to prioritize and multi-task

Please send your resume with a letter of interest aligned to the above-mentioned expectations to:

Jim Simmons

General Manager

[jsimmons@winchestercc.org](mailto:jsimmons@winchestercc.org)