



HUMAN RESOURCES MANAGER (HRM)

Job Summary

Responsible for management and administration of Human Resource functions in a specified club location. Administers programs, policies and procedures of the BJ's Human Resources Department. Accountable for leading and administering the hiring/onboarding processes, Team Member relations, payroll, and training.

The manager is responsible to function as the Manager on Duty (MOD) as assigned. While MOD, the manager has responsibility to manage the entire Club, including all Club departments, to ensure excellent Member engagement, to address any and all concerns brought to the MOD's attention, and to escalate any concerns, as appropriate. The manager could be assigned as MOD 50% or more of the manager's scheduled shifts.

Major Tasks, Responsibilities, and Key Accountabilities

- Regularly provides direction and guidance to Team Members regarding company policies. Acts as a mediator between Team Members and management on conflict resolution and/or Team Member relations matters.
- Controls comprehensive scheduling processes for all hourly Team Members, ensuring a productive workforce is available within budget guidelines.
- Ensures club payroll is completed accurately and timely weekly, and ensures all payroll records are maintained properly.
- Supervises and directs the activities of the human resources Clerical and maintenance Team Members.
- Actively recruits, screens, interviews, and hires hourly Team Members. Recruiting efforts involve, among other things, using newspaper ads, in-club hiring table, and visiting campuses of local schools/colleges/universities.
- Conducts Team Member orientations/training for all new hires. Acts as the "on-site administrator" of intranet-based training and communications system to coordinate club training needs (e.g., cashier training, safety, etc).
- Administers all personnel paperwork, including completing and processing new hire paperwork, hourly wage increases, hourly promotions, terminations, worker's compensation and unemployment claims.
- Conducts benefits orientations and oversees annual benefits open enrollment process.
- Handles Team Member's confidential information with privacy and care.
- Additional administrative tasks as required.

Qualifications

- 1-3 years payroll, clerical or HR experience and/or 2+ years of management experience.
- Interviewing/hiring techniques, payroll background, counseling experience.
- Demonstrated leadership capabilities, including managing/supervising cross-functional teams, training Team Members and Team Member relations.
- Strong interpersonal skills, time management, prioritization, and multi-tasking skills required.
- Basic computer knowledge (MS Word, MS Excel, Email) required.
- High school diploma and/or college degree preferred.
- Open shift availability required.
- At least 18 years of age.

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