



Assistant Director of People & Culture - Gecko Hospitality

About the Role

Gecko Hospitality is on the lookout for a dynamic and dedicated **Assistant Director of People & Culture** to become an integral part of the team at Boston's newest private members club. Our goal is to cultivate a community that brings together a diversity of individuals who aim to make a tangible impact on society. We value identity beyond one's profession, and as such, we are eager to welcome those who not only excel in their careers but also personify the ethos of The New Boston.

We are seeking an Assistant Director of People & Culture to assist in leading the human resources efforts of the newest private member's club in downtown Boston. Our Assistant Director of People & Culture will have the chance to work with a diverse and talented team of individuals dedicated to providing our members with an unparalleled experience. Your role is crucial in shaping the culture and environment of the club, as well as developing and retaining exceptional talent. We believe that investing in our team is key to maintaining the ambitious standards of excellence that our club is known for. In addition to your primary responsibilities, you will also have opportunities to collaborate with other departments and participate in special projects. This will not only broaden your skill set but also allow you to contribute to the overall success and growth of the club. We are seeking a candidate who is not only highly qualified but also shares our values and vision for the future of our club. If you are driven, dedicated, and ready to take on new challenges, we encourage you to join our team and be a part of something truly exceptional.

Responsibilities

- Assist in the recruitment process, from identifying staffing needs to interviewing and selecting candidates, ensuring a fit both in terms of skills and alignment with the club's culture.
- Coordinate and oversee employee training programs to ensure staff are well-equipped to provide outstanding service to our members.
- Manage employee relations, acting as a mediator to resolve conflicts and foster a positive work environment.
- Ensure compliance with all local, state, and federal employment laws and regulations.
- Assist in the administration of payroll and benefits, ensuring accuracy and timeliness.
- Develop and implement strategies to enhance employee engagement and satisfaction.

Qualifications

- A minimum of 5 years of Human Resources Management experience is required from a hotel, resort, or private club.
- Bachelor's degree in human resources, Business Administration, or a related field.
- Proven experience in a human resources role, preferably in a hospitality or private club setting.
- Strong understanding of employment law, compensation, benefits administration, and workforce planning.
- Excellent interpersonal and communication skills, with the ability to interact effectively with all levels of staff and management.
- Demonstrated ability to handle sensitive matters with discretion and professionalism.

- Proficiency in HRIS and Microsoft Office Suite.

Benefits

- Base Salary + Bonus
- Dental, and Vision Insurance
- Paid Life Insurance
- Pet Insurance
- Gym Membership
- + Matching
- Assistance Program
- Time Off
- Paid Holidays
- Transportation Subsidy

Apply Today

Are you ready to take the lead in shaping a premier dining experience in one of Boston's most influential settings?

If so, we want to hear from you. **Please send your resume to:**

Eric Johnson, CCM

Executive Recruiter | Hospitality Division | New England - Upstate NY ericj@geckohospitality.com

Phone: 585-358-0053

Let Go, And Let Gecko™