

Title: Manager of Human Resources – Greenfield, MA- Onsite - \$110,000.00 - \$125,000.00

Company: A.R. Sandri, Inc.

Department: Human Resources

FLSA Status: Exempt

Last Modified: 10/23/2025

Position Overview: This role is responsible for planning and carrying out all Human Resources functions, ensuring legal compliance of personnel practices, and development of the organization's talent strategy.

Position Specific Tasks and Responsibilities:

- Develop and implement an annual operating plan that ensures completion of critical monthly, quarterly, and annual tasks and compliance deadlines.
- Administer compensation, including benchmarking, reviewing annual minimum wage changes and cost of living increases, and evaluating internal equity.
- Procure and administer employee benefits in accordance with ERISA, ACA, and other applicable regulations. Recommend plan design changes based on employee feedback, cost analysis, and marketplace trends. Manage the annual open enrollment process.
- Oversee biweekly payroll processing and post-processing reports. Interface with ADP and verify garnishments and payroll tax filings and remittances.
- Manage payroll data in a secure, accurate, and confidential manner, including setting up new hires, processing employee changes and terminations and maintaining payroll setup such as holiday programs, multiple wage programs, and time off programs.
- Provide support for the 401k annual plan audit.
- In conjunction with the CFO, provide support to the Company's 401(k) Plan TPA for required annual testing related to the annual discretionary matching contribution.
- Regularly update the ADP landing page and company bulletin boards.
- Manage employee relations, including mediating disputes and investigating and resolving employee concerns, as well as providing current and prospective employees with accurate and timely information.
- Provide coaching to supervisors regarding personnel management, implementing company policies, etc.
- Develop and maintain an Employee Handbook for each company.
- Administer job protected leave programs, including FMLA, MA PFML, CT PFML, state parental leaves, etc.
- Advise the executive team of personnel requirements and policy recommendations to align the workforce with strategic goals and maintain employee engagement. Produce data reports on key metrics to support decision making.
- Full cycle recruitment for corporate positions, including position review, posting, screening, interviewing, and background checks. Support of Store Managers and Golf Managers with their direct hiring of frontline staff. Management of the ADP Applicant Tracking System (ATS).
- Coordinate with operating departments to establish and implement systems for ongoing training for safety practices and professional development.
- Other related tasks or special duties as assigned or required.

Additional Responsibilities (Non-HR)

- Provide support for the annual renewal of the Workers Compensation insurance policy.
- Provide support for the annual Workers Compensation audit.
- Act as Manager on Duty for emergencies/escalations/general staff needs as part of the senior management team.
- Participate in the capacity of the HR Manager with the Safety Team

General Responsibilities:

- Adhere to Sandri policies and procedures as stated in the Policies and Procedures Manual
- Maintain regular and reliable attendance
- Communicate regularly the executive team and provide regular progress reports
- Adhere to all legal and safety requirements
- Provide prompt and courteous customer service, both internally and externally
- Protect the assets of the Sandri companies

Education and Licenses:

- Bachelor's degree or equivalent preferred
- Valid driver's license for state of residence in good standing required
- PHR or equivalent certification preferred

Skills:

- Must be an excellent communicator and negotiator, able to effectively communicate in written and oral fashion using the English language with customers, team members, and other department personnel.
- Must have strong leadership ability and be able to motivate and influence others
- Possess in depth knowledge of Human Resources practices and compliance requirements, with prior experience as an HR professional in MA preferred.
- Possess prior payroll experience (ADP preferred)
- Ability to safely operate a motor vehicle
- Ability to understand and interpret departmental financial reports, set budget forecasts, and research variances.
- Good computer skills: knowledge of and proficiency in common office applications such as MS Word, Excel, and internet searches.
- Open Door policy and passion to support the employees that A.R. Sandri is proud of.

Please contact Inga Hotaling, Sr Recruiter at EANE – ihotaling@eane.org OR 413-789-6400