

CANDIDATE PROFILE

SWFL Regional Human Resources Manager

Soave Hospitality Group

Naples, FL

www.soave.com



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The Organization

Soave Hospitality Group, based in Naples, Florida, with the primary office located at the beautiful Club at Kalea Bay, is seeking a SWFL Regional Human Resources Manager. This key leadership role will support a portfolio of premier private club and resort-style properties, including The Floridian Club, The Club at Kalea Bay, The Club at Moraya Bay, and the highly anticipated Kinsale Golf Club. The organization is widely recognized for delivering five-star service, fostering strong team cultures, and maintaining an unwavering commitment to exceptional member and guest experiences.

In addition to supporting club operations, this position will oversee regional HR functions for Soave Development and Soave Mechanical, offering a unique opportunity to influence both hospitality and related business operations. This is an ideal role for a strategic, hands-on HR leader who thrives in a high-service environment and is passionate about building outstanding teams within a dynamic and growing Naples-based organization. This position will report functionally to the Director of Human Resources at Soave Enterprises LLC, and to the General Managers for operational HR purposes across the portfolio.

Portfolio Overview:

- **The Club at Kalea Bay:** a signature luxury development with an amenity center of 88,000-square feet offers all of the features of a five-star resort, including three pools, expansive decks, and two popular restaurants. <https://www.kaleabayclub.com/>
- **The Club at Moraya Bay:** An exclusive private beach club located on Gulf Shore Drive in Naples, known for its high-end service and beachside amenities. <https://theclubatmorayabay.com/>
- **The Floridian Club:** a private beach club nestled along the pristine stretch of Gulf Shore Beach in North Naples, offering a secluded retreat and guest cottages for its members. <https://floridianclub.com/>
- **Kinsale Golf Club:** Kinsale Golf Club is the preeminent golf club in Southwest Florida. At its core is a golf club—nothing more or less—that exists for the enjoyment of its members and their guests. The course has been designed by the renowned team of Gil Hanse and Jim Wagner. The clubhouse is scheduled to be open later this year, and the designs for the

clubhouse contemplate a minimalist, but elegant style, with daily dining service for breakfast, lunch, and beverages. <https://kinsaleclub.com/>

- **Soave Development Company:** Soave Development Company is an integrated and multi-faceted construction firm that leverages the extensive industry experience of its team to deliver complete construction solutions. The aim is to build the most exciting, desirable, and notable projects in South Florida and beyond through preconstruction, construction management, owner-representation, and general contracting services.
- **Soave Mechanical:** Soave Mechanical is built on more than three decades of proven expertise in the HVAC industry, committed to providing professional HVAC and mechanical services with a focus on quality. <https://soavemechanical.com/>

Position Overview

This is a key leadership role for an experienced, proactive Human Resources professional who will provide bilingual (English/Spanish) support across four premier hospitality clubs and affiliated business entities within the SWFL region. The position will oversee the full cycle of recruitment, selection, and onboarding, ensuring the organization continues to attract and retain top-tier talent aligned with its high-service culture.

This individual will also be responsible for overseeing payroll processes and ensuring full compliance with all federal, state, and local employment regulations, including wage and hour laws and workers' compensation. Additional areas of focus include coordinating risk management and safety initiatives, administering employee benefits programs such as health and retirement plans, and supporting leadership with labor analysis, workforce planning, and organizational assessments to guide strategic decision-making.

Responsibilities

- Manages a team of two support roles that will assist with the daily activities of the Florida staff.
- Responsible for the H2B and seasonal employee program, including but not limited to all government filings, posting of positions in a timely manner, and in accordance with H2B requirements. This also includes coordinating all the recruiting, hiring, travel needs, and reimbursement requirements of the seasonal staff.
- Assists in the development and implementation of applicable policies and procedures; processes various labor staffing reports; coordinates software applications to generate required information.
- Oversee and develop processes for all recruiting activities. Oversee the recruiter with the following duties, including but not limited to recruitment ads; plan recruitment strategies; screen applicants; employment applications; applicants' references; make hiring recommendations, and coordinate necessary correspondence and forms.
- Benchmark the club's employee recruitment and selection processes with others in the industry and explore new strategies as appropriate.
- Ensures that new employees complete necessary employment forms and confirms that they are authorized to work in the United States.
- Oversee the orientations for new employees; assist in the development and implementation of the orientation and training programs.
- Assists General Managers and department heads in planning professional development and training programs for employees. Utilizing the Paycor learning management system to ensure all core modules are completed and assign new modules as needed. Develop site-

specific content and refresher courses as required. Develop supervisor training and build the program within the system to ensure compliance.

- Coordinates, monitors, and suggests improvements for the club's employee performance appraisal system.
- Coordinates the development and publication of the local HR newsletter.
- Conducts and reviews wage and benefit surveys.
- Coordinates employee benefits enhancements for the Florida regional staff.
- Utilize Intellichief for all employee record-keeping functions in accordance with federal and state requirements.
- Keeps current with laws and regulations relating to employees; assures compliance with these laws and regulations; advises club managers as necessary.
- Schedules and conducts club-wide employee safety meetings.
- Continually reviews and assists in updating the employee handbook and personnel-related policies; assists in the management of the club's work rules and discipline policies; maintains the Club policy manual.
- Manages enrollment in the club's group insurance and related benefits programs; communicates benefits information to staff.
- Process monthly billing for benefits and coordinate with the corporate staff for funding and check processing.
- Undertakes special projects relating to job description and specification updates
- Coordinates transfer, promotion, and layoff strategies within the Clubs.
- Establishes employee motivation and retention programs.
- Organize employee activities such as the holiday party and other outings as appropriate.
- Organizes employee recognition functions.
- Advises line managers about discipline, discharge, and related employment matters.
- Interacts with general managers and department heads to investigate employee violations of club policies and to recommend corrective actions, if necessary
- Interacts with Corporate's attorney and Corporate Director of Human Resources relative to personnel legal issues involving concerns about EEOC, harassment, and lawsuits.
- Trains and communicates with employees about what the Employee Assistance Program (EAP) offers and how to use its services.
- Develop forecasts of short- and long-term staffing needs.
- Works with Corporate payroll to ensure that all records are complete.
- Oversee all work-related injury claims to ensure integrity, ongoing case management, and reporting compliance.
- Maintains OSHA-related logs and reports as required by law.
- Maintains employee bulletin boards.
- Maintains an eligible driver report for all club vehicles.
- Attends management and staff meetings as scheduled.
- Develop metric reports for the general managers or department heads, as requested.
- Performs special projects and other duties as assigned.

Attributes

- An outgoing and friendly personality with a high potential to identify with and embrace the Soave Hospitality's unique culture.
- A person of exceptional character, self-motivated, and dedicated to the profession.
- Leadership skills with the ability to motivate an excellent staff with a commitment to quality and excellence.
- Highly energetic; a self-starter with a "hands-on" approach to management.
- Excellent written and communication skills at all levels.

- A strong sense of service with proven staff development and training skills.
- High energy with a good sense of humor and the ability to enjoy their work.
- Flexibility - the ability to work in a fast-changing work environment; open to new ideas to adapt to changing requirements and multiple priorities. An outgoing and friendly personality with a high potential to identify with and embrace the company's unique culture.

Requirements

- Minimum of bachelor's degree or equivalent in Human Resources, Personnel Management, Psychology, Education, Public Administration, or Organizational Development.
- Specialized training in employment law, compensation, organizational planning and development, employee relations, training, or labor relations preferred.
- Five to eight years of diversified experience in Human Resources positions, some of which should be in the hospitality industry.
- Fluent in English and Spanish with the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.
- To perform this job successfully, an individual should have a general knowledge of computers and Internet applications. Microsoft Office products, including Excel and Word, require an intermediate skill level. Paycor software is a plus.
- Manages subordinate associates. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; and addressing complaints and resolving problems.
- This is an exempt, full-time position scheduled Monday through Friday with the expectation that weekend work may also be required.
- Travel may be expected for this position.

Competitive Compensation

- Competitive compensation/salary, an excellent performance bonus, and a benefits package commensurate with qualifications and experience
- Medical Insurance, Dental, Vision, and Life Insurance
- Short- and Long-Term Disability, Paid Vacation, and Holidays
- Meals and discounts, employee assistance program (EAP),
- Professional dues, educational allowance expenses, and other standard perks
- Relocation assistance (if from outside the area)

To be Considered

To be considered for this outstanding opportunity, all cover letters and resumes should be received as quickly as possible. All information received will be kept in the strictest confidence.

Professionals who meet or exceed the established criteria are encouraged to send a compelling cover letter outlining their qualifications, experience, interests, and why the Soave Hospitality Group and Collier County would be beneficial for you, your family, and your career. Address your cover letter to Kristan Williams, SHRM-CP / Director of Human Resources, Soave Enterprises LLC, along

with your resume, to:



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