

Robert's Steakhouse (Atlantic City) is now hiring! We would love for YOU to join our growing team. Our goal is to build a team of individuals driven by the decision to perform to their highest potential while working together to create a culinary experience that our guests will not forget. Don't miss this opportunity to join a growing company where hard work is rewarded, and opportunities for growth abound.

LOCATION: Robert's Steakhouse is an upscale restaurant located in the Trump Taj Mahal Hotel & Casino in Atlantic City, NJ.

CONTACT: Karen

JOB DESCRIPTION

HR GENERALIST

SUMMARY OF POSITION: The Human Resources Generalist will provide an employee-oriented, high performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of a superior workforce. Provides advice, assistance, and follow-up on company policies, procedures and documentation. Coordinates the resolution of specific policy-related and procedural problems and inquiries. Position is initial contact between the employees and the managers.

DUTIES & RESPONSIBILITIES:

- Maintain a professional, neat and well-groomed appearance, adhering to Robert's Steakhouse standards.
- Must be able to work without direct supervision is required.
- Handle a fast-paced, busy, and somewhat stressful environment, and work under pressure with particular attention to detail.
- Responsible for all or part of these areas: recruiting and staffing logistics, organizational and space planning, performance management and improvement systems; employment and compliance to regulatory concerns and reporting, work with other departments regarding benefits administration, employee services and counseling.
- Interview job applicants; review application/resume; evaluate applicant skills and make recommendations regarding applicant's qualifications.
- Develop and maintain relationship with employment agencies, universities, and other recruitment sources.
- Work to administer and explain benefits to employees and serve as liaison between employees and benefits department (that works with insurance carriers.)

- Provide advice, assistance, and follow-up on company policies, procedures, and documentation.
- Recommend, develop, and maintain human resource records systems.
- Update tracking systems necessary in daily operation.
- Provide on-the-job training to new employees.
- Maintain employee files and records, assure completeness of files.
- Responds to public inquiries on positions available in employment.
- Log and expedite complaints and assign to appropriate person; completing a Complaint Report monthly for counsel's review.
- Personal ongoing development to maintain the knowledge and skills necessary to complete the job.
- Maintains and updates contact information to support communication with all necessary points of contact.
- May assist in preparing statistical summaries and reports.

QUALIFICATIONS:

- Bachelor's degree.
- Bi-lingual skills a plus.
- 4 years of HR experience. Experience working in a high volume food & beverage environment preferred.
- Experience working with union and union employees.
- Excellent organization skills.
- Excellent computer skills.
- Must possess excellent customer service and communication skills.
- Must be able to work unsupervised
- Have interpersonal skills to effectively communicate clearly with managers, kitchen and dining room personnel.
- Comprehensive understanding of the English language.
- Be able to work in a fast paced environment

ABOUT OUR CAREERS

Success is waiting for you at Robert's Steakhouse (Atlantic City). We are known as one of the premier fine dining experiences with our trademark dry-aged beef and our extensive wine list. Through all of our efforts as a group, we are able to excel in what we do and enjoy the rewards that come from executing at the highest levels.

As a part of Robert's Steakhouse's (Atlantic City) employment process, final candidates will be required to complete a drug test and background check prior to an offer being extended. Robert's Steakhouse (Atlantic City) is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, national origin, gender, age, religion, disability, sexual orientation, veteran status, or marital status.