



Exciting opportunity for Human Resources and Payroll Manager!

Lake Prince Woods is an award winning, full service continuing care retirement community, situated on 172 beautiful acres in Suffolk, VA offering great benefits, competitive salaries, career development, and growth opportunities.

We are seeking a dynamic ***Human Resources and Payroll Manager*** to join our team!

This is a generalist position, responsible for the administration, coordination, and evaluation of Human Resources including payroll and benefit functions at the facility level for approximately 120 team members. This important role works with the Executive Director and Chief HR Officer in developing, implementing, and maintaining employee appreciation, benefits, and informational programs.

This role will establish credibility throughout the organization with all staff members at every level. The ideal candidate will be an effective listener and problem solver with strong organization, communication and human relations skills. Must be self-motivated, creative, and utilize good time management practices. Must employ critical thinking skills and handle multiple priority projects.

Qualifications

1. Bachelor's degree and one to two years of HR/payroll experience;
OR
High school diploma and three years HR/or payroll experience;
OR
Any similar combination of experience in the HR field.
2. Health Care experience strongly preferred.
3. Excellent communication and organization skills required.
4. Computer proficiency in Word, Excel and ADP HR/Payroll programs or other database programs.
5. Knowledge of all pertinent federal and state regulations related to human resources and employee benefit programs.
6. Certification is a plus.

At Lake Prince Woods, we value compassion, innovation, integrity, people, quality and value. We are committed to hiring and investing in dedicated, passionate people.

To apply, please email your current resume and salary expectations to:

jraymond@uchas.org

Or you may apply online at: <https://www.uchas.org/ccrc-careers-employment-north-carolina-virginia>

Lake Prince Woods is an Equal Opportunity Employer.