

Job Title: Personnel Manager

Full time

Company Description:

Inner Peaks is an indoor rock climbing and fitness destination in Charlotte, NC, with two locations to serve an ever-growing climbing community. In 1998, two climbers opened the first Inner Peaks in Charlotte. Since then, the climbing community and the gym have grown tremendously. Inner Peaks opened a second location in December of 2015 in the booming South End neighborhood of Charlotte. In 2020, Inner Peaks replaced its first location with a brand-new location in the Town of Matthews.

Job Description:

The Personnel Director will oversee hiring, training, and continuous development for all staff. They will work closely with the senior management team to address continuing education needs for staff and proactively prepare for future/seasonal staffing needs. They will conduct monthly staff meetings, create staff communications, and stay current with all software, risk management, and company updates to lead staff.

What you'll do:

- Staff Development
 - Hold regular performance reviews of all staff
 - Empower the senior management to lead staff and to continuously develop them. This involves weekly meetings with senior management.
 - Provide support and resources for staff who are unable to resolve complex issues.
 - Maintaining the company's culture with staff appreciation and staff development opportunities.
 - Organize, plan, and execute monthly staff meetings.
- Hiring
 - Works with GM and Facility Managers to bring on new hires by conducting interviews, background checks, and training for new employees.
- Payroll, PTO, Benefits
 - Oversee timesheets and submit biweekly payroll
 - Track PTO and make it accessible to the employees.
 - Researching and improving employee benefits.
- Administration/Scheduling/Employees
 - Keep secure files of all employee documents, trainings, and evaluations.
 - Onboarding employees with accurate paperwork and training.
 - Create staff communication as needed to update staff on policies, events, promotions, ect.
 - Be up to date on all Rock Gym Pro software and help lead the senior management to train the team accordingly.

- Assist the management team to plan and execute staffing audits based on scheduling needs.
- Assist with onboarding staff to orient them to their new roles and responsibilities.

Who you are:

- Leader: You work well collaboratively. You can see people's hidden potential and can find ways to help them use their gifts productively.
- Strong Communicator: You understand different communication and learning styles and can adapt your leadership accordingly.
- Passionate: You like working with people and are excited about contributing to the Charlotte fitness and outdoor community's growth.
- Flexible: You embrace change and can adapt quickly. You take the initiative when you see a problem that needs solving.

What you get:

- Competitive pay based on experience.
- Paid time off
- Free gym membership- fitness facility and yoga classes offered on-site.
- Pro deals on gear
- Training opportunities
- Casual work environment
- Proximity to some of the best outdoor climbing east of the Mississippi

Please email resume to Danielle@Innerpeaks.com