

JOIN OUR TEAM

WE'RE GROWING!

Are you **PASSIONATE** about creating an exceptional customer experience? Do you **CARE** about the details? Are you a team player who likes to **LEARN** new things? Do you **CRAVE** an environment of collaboration and enthusiasm? Do you believe that if something is worth doing, it's worth doing **RIGHT**? If this sounds like you, we would love to talk to you!

The HR Assistant/Payroll Specialist supports the company by processing payroll and assisting with human resources tasks including reviewing job applications from prospective employees, processing employee records, benefits administration, etc.

Key Essential Functions and Duties

- Ownership of the payroll function, including processing regular payrolls, cutting manual checks, entering and updating garnishments, verifying earnings and deductions, processing timesheets, and various other payroll functions.
- Processes employee records, includes updating employee records on a timely basis, ensuring completion and accuracy of details such as employee contact information, job data, pay rates, organizational structure, and other key details.
- Maintains accurate records of active job openings and received applications; posts and updates internal and external job postings.
- Reviews applications for entry-level and non-exempt positions; schedules and helps conduct interviews for various roles.
- Performs administrative and recordkeeping tasks related to staffing changes, which may include promotions, resignations, terminations, and leaves of absence.
- Supports company-wide information meetings such as open enrollment, new hire orientation, and meetings to announce or discuss changes in retirement or benefits plans.
- Assists with record audits and mandatory reports, which may include I-9 audits, EEO-1 filings, payroll audits, and other compliance reviews.

Experience

- One or more years of human resources experience, required.
- Two or more years of payroll experience, required.

Education

- High school diploma, required.
- Bachelor's degree or Associate's degree in a related field, strongly preferred.

Skills

Should demonstrate abilities in the following areas:

- Exceptional teamwork and customer service skills
- Strong verbal and written communication skills
- Independent problem solving and planning/organization skillsets
- Excellent time management skills with a proven ability to meet deadlines.
- Proficient with Microsoft Office Suite
- Excellent administrative and organizational skills, required
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- Working understanding of human resources principles, practices and procedures