

Job Description: Human Resources Assistant / Payroll Coordinator

TITLE: Human Resources Assistant / Payroll Coordinator

DEPT: Human Resources

REPORTS TO: Director – Human Resources

FLSA STATUS:
Salary Non-Exempt

EFFECTIVE DATE: September, 2014

JOB SUMMARY:

The Human Resource / Payroll Coordinator is responsible to process the hourly payroll, maintain the appropriate records and assist in the daily operations of HR.

ESSENTIAL FUNCTIONS:

- Maintains a positive attitude toward the job, co-workers, and company.
- Responsible for processing payroll for hourly employees and maintaining the integrity of data in the payroll database. (Ceridian, MFC, ADP)
- Completes payroll reports and distributes accordingly.
- Assists with the day to day employee issues and evaluates them to determine their level of urgency.
- Along with the Director – HR, helps employees, supervisors and managers settle work related conflicts by conducting investigations, analyzing results and offering recommendations.
- Follows up with hourly employees to ensure timely enrollment of benefits for new hires as well as during open enrollment. Also ensures timely processing of COBRA notifications to HR in Vineland, when an employee is terminated.
- Answers inquires and attends hearings (via the phone) for laid off and/or separated employees for unemployment.
- Processes all benefit related paperwork (Medical, Dental, Prescription, Vision, Life Insurance, 401(k), etc). timely.
- Ensures all information is completed for new hires: pre-employment screenings, training and required new hire paperwork. Assists with and/or conducts new hire orientations as needed.
- Completes employee verifications (verbal and written) and requests for information in a timely manner.
- Tracks and records apprentice hours for Hot-End Operators.
- Tracks and records all training for KPI reporting.
- Responsible to enter initial Worker's Comp incident reports and make necessary follow up appointments with Occupational Health.
- Counsels employees on leave policies, including FMLA, administers paperwork for employees and coordinates return to work physicals with Occupational Health and Supervisors.
- Ensures confidentiality.

ADDITIONAL RESPONSIBILITIES:

- Demonstrates sound communication skills in dealing with all coworkers in all related departments at all levels.
- Actively participates in meetings as requested.
- Performs all other duties as assigned.

EDUCATION/EXPERIENCE:

- Associates Degree preferred.
- 1-5 years experience in a Human Resources and manufacturing environment.
- Dealing with unions and contracts helpful.
- Organized, detail oriented, excellent follow-up skills and able to multi-task in a fast-paced environment.
- Excellent computer skills and knowledge of Microsoft Office products.

PHYSICAL DEMANDS:

- Normal office and factory environment demands, nothing extraordinary
- Standing 7 or more hours/day
- Walking 7 or more hours/day
- Sitting 7 or more hours/day
- Endurance Minimum energy requirements
- Wrist Position Extended for normal PC use
- Either Hand Normal Office Use
- Both Hands Normal Office Use
- Near Vision Requires accurate corrected near vision
- Far Vision Requires corrected far vision
- Color Discrimination Requires minimal color discrimination
- High Temperature Normal office conditions