

HR Operations & Payroll Supervisor-HR Salaried

NIPRO PHARMAPACKAGING AMERICAS CORP - (HQ), 1200 N 10th Street, Millville, New Jersey, United States of America Req #26

We believe our current and future responsibility to society is to develop innovative, value-added products and technologies that improve patient outcomes and healthcare worldwide.

Job Summary: The HR Operations and Payroll Supervisor plays a critical role in ensuring the smooth and efficient operations of the Divisional Human Resources effort. This position is responsible for overseeing all HR operational processes, managing the payroll function, and ensuring compliance with relevant regulations and company policies. The ideal candidate should have a strong background in HR operations and payroll administration, excellent leadership skills, and a keen eye for detail.

Responsibilities:

1. HR Operations Management:

- Develop, implement, and continuously improve HR operational policies and procedures to enhance compliance, efficiency, and effectiveness.
- Oversee day-to-day HR processes, including onboarding, employee records management, performance evaluations, and offboarding.
- Ensure compliance with all applicable labor laws, regulations, and company policies.
- Identify opportunities for process improvement and automation within the HR function.

2. Payroll/HRIS Administration:

- Supervise the payroll process and ensure accurate and timely payment to employees, including salary, bonuses, and benefits.
- Collaborate with Finance and HR teams to reconcile payroll accounts and resolve any discrepancies.
- Stay up-to-date with changes in payroll regulations and tax laws to ensure compliance.
- Address employee payroll-related inquiries and provide timely resolutions.

3. Data Management:

- Manage HR and payroll data, ensuring accuracy, confidentiality, and security.
- Generate reports and analyze HR and payroll metrics to inform decision-making and strategy.

4. Vendor Management:

- Collaborate with vendors and service providers to ensure efficient HR and payroll services delivery.
- Evaluate vendor performance regularly and negotiate contracts as needed.

Requirements:

- Proven experience (6+ years) in HR operations, payroll administration, or a similar role.
- Strong knowledge of payroll regulations, tax laws, and HR best practices.
- Proficient in HRIS and payroll software systems, preferably the Ceridian Dayforce platform.
- Exceptional attention to detail and strong analytical skills.
- Excellent communication and demonstrated ability to build and maintain effective working relationships across teams.
- High level of discretion and respect for confidentiality.
- Strong problem-solving and decision-making skills.

Preferred Qualifications:

- Professional certification in HR or Payroll (e.g., SHRM-CP, CPP).
- Familiarity with implementing HR automation and process improvement initiatives.
- Experience in a multi-state environment.

What We Offer

- Medical
- Dental
- Vision
- Prescription Drug
- Flexible Spending Account (FSA) for Medical
- 401K with Company Match
- Life Insurance
- Employee Assistance Program
- Performance Bonus
- Paid Time Off

We care: We seek commitment. In return, as a company we are also committed to our past, present, and future colleagues.

To apply: <https://us231.dayforcehcm.com/CandidatePortal/en-US/nipro/Posting/View/213>