

HR Assistant needed for 6-7 month maternity leave starting in Sept/Oct in Bellmawr, NJ

Responsibilities are:

1. All of payroll, time & attendance (ADP Workforce Now)
 1. weekly payroll frequency
2. All Employee Benefits:
 1. Group Medical, dental, 401k, PTO, NJPSL
3. All Employee assistance:
 1. FMLA, FLI/FLA, COBRA, CARES ACT, Disability
4. In-office point person for communication
5. We are now at 118 FTE's, with 5-8 P/T Associates working a 2nd shift from 5pm to 10pm, Monday through Thursday.
6. We are a growing company (40% in 2020 and 25% through 5/2021)
7. The position is 7am to 4 pm, or 8am to 5pm, (flexible with the time-slots)
8. The position will report to the VP of HR/Finance
9. ONE location
10. Will work with a 'tenured' HR/FIN Team who are all willing to help with welcoming the candidate
11. GREAT Employees to work with, and for.

Email resume to Flo Ryan, Fryan@emersongroupinc.com
<https://emersongroupinc.com/seekers/search/>