

HR Payroll/Benefits- Part time 25-30 hours per week.

Provide outstanding customer service to employees and internal clients by serving as a subject matter expert on the payroll and benefits packages.

Lead the payroll function to create an efficient and robust process that ensures compliances across the various US location

Assist as an internal consultant on compensation issues for management staff and business line management

Assuring compliance supervises the preparation of reports and applications required by law to be filed with federal and state agencies

Provide timely and accurate responses to employees seeking answers to compensation and benefits-related questions

Process invoice payments via payment aprovals, check request

Work independently to create and maintain files, records and binders of important documents in highly organized and confidential manner

Provide backup HR support on an as needed basis to the Talent Acquisition Team

Balance medical bills on a monthly basis

Proficient with paylocity

Requirements

Minimum 3 to 5 years' expereince in compensantion and benefits administration

Strong customer service orientation and proven ability to lead through collaboration, positive interpersonal skills and desire to do the right thing.

Pragmatic and action-oriented with the ability to adapt quickly to changing business conditions and priorities;strong project management

Clarissa Poe|Director of Human Resources

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