**HUMAN RESOURCES / PAYROLL MANAGER
MONTGOMERY, AL

Responsibilities:**

* Oversee new hire onboarding process.
* Oversee offboarding process.
* Process employee FMLA leaves.
* Health & Safety – Manages the worker’s compensation process; supports OSHA safety compliance and reporting.
* Unemployment compliance.
* Employee benefits enrollments and processing.
* 401k enrollments.
* Manage employee HR files for accuracy and confidentiality.
* Assist management improve employee engagement at all levels.
* Recruitment & Staffing – oversee recruiting platform, draft job descriptions and works with management on staffing needs.
* Employee Relations – maintains positive employee relations with the workforce; counsels, mentors, and problem solves with supervisors and employees on matters of discipline, motivation, compensation and development.
* Assist in additional company initiatives, special projects and duties as assigned.
* Payroll Backup:
	+ New Hire setup
	+ Processing all payroll transactions meticulously and with confidentiality.
	+ Processing all 401k deductions
	+ Create monthly payroll reports for Controller and Office Managers as needed.
	+ Processing accurate and timely periodic and year-end reporting.

**Qualifications:**

* 3-5 years in an HR leadership role (managing 1-2 direct reports).
* Experience in payroll processing and filing of required payroll reports/forms, as necessary.
* Detail-oriented with the ability to meet deadlines accurately and timely.
* Capable of working independently.
* Ability to deal with confidential information.
* Understanding of general employment law.
* Superior organization and multi-tasking skills.
* Basic knowledge of HR compliance and functions.

Benefits:

* 401(k)
* 401(k) matching
* Dental insurance
* Employee discount
* Health insurance
* Life insurance
* Paid time off
* Vision insurance

**GREAT COMPANY, COMPETITIVE STARTING SALARY RANGE, & BENEFITS!!**

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