

Job Posting Document

Job Title: HRIS Payroll Specialist

Company Name: Corporate Ladder Search Partners

Job Description:

Are you interested in furthering your career with an industry leader that continues to experience tremendous market growth? Our client, located in the Green/Uniontown area, is currently seeking an office-based Payroll Specialist.

Responsibilities:

- Maintain employee database
- Process employee payroll each week
- Payroll reporting
- Answer employee questions as they arise
- Manage garnishments, contributions, 401k, flex and other payables
- Support the development and maintenance of the HRIS Module
- Other projects as needed

Qualifications:

- Associate's degree or some post-secondary education
- Payroll experience – 1+ years
- Large-scale payroll experience a huge plus (1000+ employees)
- Microsoft Office knowledge (Word, Excel, PowerPoint, Outlook)
- ADP payroll platform specifically Time and Attendance
- Ability to maintain strict confidentiality
- Previous HR experience a plus
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Don't miss this great opportunity. Apply **TODAY** to learn more.

Application Procedure: (Name and address or emails of where to send resume.)

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<https://corporate-ladder.com>

