

Human Resources & Payroll Administrator

RMS Headquarters - Stamford, CT

Full-Time, On-Site

POSITION SUMMARY:

The Human Resources & Payroll Administrator will work as part of the Human Resources team and will have a primary responsibility for the transmission of weekly payrolls which include hourly and salaried employees. Other duties will include handling the screening of candidates, on-boarding new employees, benefits administration, and posting open positions among other HR responsibilities. The position reports to the Director of Human Resources.

POSITION REQUIREMENTS:

- Bachelor's degree in HR preferred. SHRM/HRCI and Payroll certifications a plus.
- A minimum of three years' experience in an HR and payroll role with hands-on payroll responsibility. Experience with the ADP Workforce Now highly preferred.
- Strong analytical and problem-solving skills and Excel experience.
- Excellent verbal and written communication skills, and strong organizational skills/ability to prioritize.
- Excellent attention to detail, ability to juggle multi-priorities, with a high degree of confidentiality are a must.
- Ability to work in a fast-paced environment and adapt to shifting priorities.
- HR employee-service focused experience and a team player.

TO APPLY

Please respond with "Human Resources & Payroll Administrator"
in your email subject line to: careers@rms-companies.com

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