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Benefits / Payroll Specialist

Bartow, FL

The Benefits / Payroll Specialist will have a broad knowledge of Human Resources functions and will have responsibility for day-to-day tasks in our HR/payroll system ADP Workforce Now. This will include benefits administration, payroll, employee relations, leave management, and other HR-related tasks as noted below.

Responsibilities:

- Administer and maintain benefits and 401k, as well as leaves of absence under FMLA and STD. Assist with annual benefits negotiation and administer open enrollment process. Audit any pay benefit invoices. Enrollment and management of participants.
- Assist in the processing and administration of weekly payroll. Act as a back up to the main payroll processor.
- Process legal documents, i.e., garnishments, child support, unemployment, etc.
- Serve as an employee relations contact for employee questions and concerns.
- Maintain employee files and records in electronic and paper form legally.

Requirements:

- 5-7+ years of proven experience in Benefits and Payroll.
- Previous experience in Open Enrollment.
- Experience working with Insurance vendors.
- Understanding of the importance of confidentiality.
- Excellent communication and people skills
- Highly organized and detail-oriented with a strong work ethic and aptitude in problem-solving.
- Good knowledge of employment/labor laws.
- Outstanding knowledge of MS Office and HRIS systems – specifically ADP Workforce Now.