

Job ID: 303DJ
Job Title: HR and Payroll Administrator
Degree Requirements: Bachelor's degree or equivalent experience with education
Years of Experience: 2 to 5 years
Type of Position: Direct Hire
Location: Outside Metro Atlanta
Travel Required: Minimal

Short Description:

An established metro Atlanta manufacturing firm is actively searching for a Payroll and HR Administrator. The Payroll and HR Administrator will be responsible for coordinating all of the HR activities for the site. Major areas of responsibility include bi-weekly payroll administration, filing, recruiting, leave management, and assisting the Corporate HR department.

Essential Duties:

- * Processing company payroll including entering new employees into the ADP system
- * Interacting with and supplying information to employees, department managers, and job applicants
- * Maintaining personnel files and payroll records
- * Entering employee background information
- * Administering training to new employees
- * Working with Staffing Firms and the Unemployment Office for recruiting purposes
- * Preparing reports for site managers and leaders

MUST HAVE REQUIREMENTS for this position are:

- * 2 - 5 Years of experience in payroll and HR
- * Familiarity with benefit programs including medical, 401K, etc.
- * ADP Payroll experience
- * Excellent interpersonal skills
- * Superb oral and written communications skills
- * Well organized, detail oriented
- * PC literate

PLUSSES in this position are:

- * Kronos Time and Attendance experience a plus

If you meet these requirements and wish to be considered for this position, send your résumé to us in a Word document at [Resumes AT PinnaclePlacementGroup.com](http://ResumesATPinnaclePlacementGroup.com) mentioning the **Job ID** and the **Job Title** in the subject line of your email.

In your email or cover letter, please provide us a short narrative detailing your experience and expertise as it applies to this position. Also, please provide us with your *MINIMUM* salary requirements.

KEY WORDS:

Human Resources, HR Administrator, HR Manager, recruiter, HRIS, payroll, HR, Kronos time, payroll coordinator, benefits coordinator, south Atlanta