

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