

HR & PAYROLL COORDINATOR

POSITION SUMMARY

The Payroll & Human Resources Coordinator is a key member of the Cameron Ashley Building Products HR team partnering with the VP of HR and Human Resource Manager to provide operational human resources support. The HR Generalist will be responsible for payroll functions and other various human resources process and program responsibilities as assigned.

ESSENTIAL FUNCTIONS

- Serves as the first point of contact for emails and calls from associates
- Payroll administration for 550+ associates in 27 states
- Enters new hires into the payroll system and online paystub website.
- Manages all employee information changes.
- Manages all types of leave
- Ensures data entry and payroll accuracy
- Maintain legal compliance of new hire paperwork, including I-9s
- Maintains compliance with federal and state regulations
- Assists in scanning and filing employee files
- Creates HR analytics, and various weekly/monthly/quarterly human resources reporting
- Payroll administration
- Benefits administration

QUALIFICATIONS

- Bachelor's degree in Human Resources, or related field; or relevant experience in lieu
- 3+ years of Human Resources experience
- PHR or SHRM-SCP Certification
- Expertise to make recommendations using judgment that is consistent with standard practices, policies, procedures, regulations or government law
- Capability to handle multiple projects or tasks while effectively prioritizing to meet deadlines in an ever changing fast-paced environment
- Proficient in Microsoft Office products
- Excellent verbal and written communication skills
- Strong knowledge and understanding of payroll and employee benefits

REQUIREMENTS

- Ability to pass a drug test and background verifications
- Must have a valid driver's license and a clean driving record
- Must be able to occasionally travel, including overnight
- Must be able to constantly remain in a stationary position
- Constantly operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer