Human Resource & Payroll Representative

Purpose: The purpose of the Human Resources & Payroll Representative is to support company goals in the overall administration, coordination, and evaluation of the human resource function; including but not limited to development, implementation, and maintenance of human resource policies, procedures, and practice.

Reports to: Controller

Team Players: Assistant Controller, Leadership Team, Operations Analyst

Status: Non Exempt

Primary HR Duties & Responsibilities:

- Manage the recruiting process, including but not limited to advertising, candidate tracking, interviewing, offer letters, background checks, onboarding.
- Ensure processing of new hires is done in a timely and accurate manner.
- Benefit Administration (medical, dental, vision, 401(k)) including open enrollment.
- Administer the performance review process. Inclusive of 30, 60, & 90-day reviews, annual reviews, and performance improvement plans (as-needed).
- Support the maintenance of the company work structure by updating the organization chart and job descriptions for all positions, as necessary.
- Ensure systems are set-up and updated to reflect our current employee base, including wages, benefits, sick and vacation time in line with contract policy and procedure (union and non-union).
- Maintain state/federal laws applicable to human resource practices including but not limited to wage & hour laws, leave entitlements, and FLSA status.
- Establishes and maintains department records and reports.
- Workers Compensation administration
- Participates in administrative staff meetings and attends other meetings, seminars, or trainings.
- Manage Training program
- Additional duties as assigned

Primary Payroll Duties & Responsibilities:

- Import payroll timecards from Foundation Mobile
- Process Payroll in Foundation
- Pay Payroll taxes
- Ensure mileage and certified payroll is processed correctly.
- Pay 401k, HSA, and State garnishments
- Union reports

- Certified payroll
- Manage regular preparation of relevant management reports.
- Supply labor documentation for prevailing wage jobs

Required Experience & Expertise:

- HR experience (minimum 2 years)
- Displays and requires strong work ethic and standards
- Essential office skills: typing, computer literacy, ability to navigate the internet.
- Excellent professional and customer oriented oral and written communication skills.
- Software experience: Microsoft and Google platform and Foundation software
- Skilled at organization, time management, and prioritizing
- Understanding of the construction process including the function of various, typical forms and processes

Personal Characteristics:

- Values and displays integrity, humility, and respect.
- Organized and efficient
- Pays attention to detail
- Self-starter who needs minimal supervision
- Able to work under pressure, multi-task, and prioritize.
- Personable team player with those both inside and outside the company
- Flexible and adaptable
- Positive attitude

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk and hear
- The employee is frequently required to sit; stand; walk; use hands and fingers; and reach with hands and arms.
- Able to lift and/or move up to 25 lbs.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Position Schedule: Full-time
Regular Hours: 7:30 am – 4:00 pm

Employee Signature: _____ Date: _____