



## **Human Resources/Payroll Specialist**

### **Company Profile:**

EMO Trans, Inc., a multinational, dynamic freight logistics company with approximately 400 employees and growing, has international offices, as well as offices in key US cities. Established in 1965, EMO Trans has grown to more than 30 U.S. offices and 250 network locations in over 120 countries around the world.

### **Job Summary:**

The Human Resources/Payroll Specialist is a key part of the Human Resources/Payroll team. Responsibilities include working within our Human Capital Management system, processing semi-monthly payroll, payroll reconciliations, overseeing time cards, employee on-boarding and off-boarding, Performance Management, as well as creating reports and assisting the Human Resources Director in developing processes and procedures for increasing the effectiveness of the Human Resources Process.

### **Essential Duties & Responsibilities:**

#### **Human Resources Duties**

- Performs routine tasks required to administer and execute Human Resources programs including but not limited to compensation, benefits and leave; disciplinary matters; disputes and investigations; performance and talent management; recognition and morale; occupational health and safety; and training and development
- Manages onboarding, offboarding and processes in the Human Capital Management (HCM) system, and is the subject matter expert for the HCM, including performance management program
- Manages time cards in the HCM for reporting purposes and assisting with employee time card issues
- Conducts or acquires background checks and employee eligibility verifications; follows up with background company, tracking progress and reporting back to hiring managers through the completion of the new hire
- Assists with time off/disability requests, assuring proper forms are completed for leave and tracking time off for employees out on leave
- Data entry into and maintenance of the Human Capital Management System (HCM), including running reports and handling employee timecard and other issues in the system
- Process documentation and prepare reports relating to Human Resources (staffing, recruitment, training, employee relations, performance evaluations, benefits, compensation, etc.)
- Reviews, tracks, and documents compliance with mandatory and non-mandatory training; attending Human Resources training events where needed
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff

- Assists the Director, Human Resources with employee relations issues, including attending and participating in employee disciplinary meetings, terminations, and investigations
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance

#### Payroll and Reporting Responsibilities

- Prepares and processes semi-monthly payroll
- Processes payroll reports and verification of information
- Prepares wage verification forms and unemployment claims
- Assists with the benefits program, including open enrollment, answering employee inquiries, new hire orientation
- Contacts multi states for U.I. ratings, create spreadsheets and report U.I. rates to payroll company.
- Responsibilities include audit of payroll and benefits Quarterly
- Responsibilities include year-end processes such as Disability, Health Savings Account reporting
- Maintenance and organization of employee records
- Human Resources and Payroll Projects as needed and assigned
- Assists with audits by running payroll reports and providing supporting backup

#### **Desired Skills and Expertise:**

- Computer literate with strong knowledge of MS Office Suite, HRIS/Payroll systems, especially strong in reporting and Excel
- Excellent oral, written and interpersonal communication skills
- Must conform to confidentiality requirements concerning employee information and company sensitive information
- Ability to work under time constraints using time management and organization skills, adjusting priorities based on workload or direction from management
- Enthusiastic, positive and internally driven with a sense of urgency and a “whatever-it-takes” attitude.
- Solid organizational, technological and analytical skills with a passion for detail

#### **Qualifications:**

- College degree or equivalent business experience
- 2-5 years Human Resources, Payroll and/or HRIS experience
- Candidates must be legally eligible to work in the US

Salary Range: \$65,000-\$72,000

#### **Benefits Information:**

- Medical-including Health Savings Account and Health Reimbursement Accounts
- Dental plan
- Vision plan
- Life & AD&D
- Long Term Disability
- Company matching 401(k) and Roth K Plans
- Two weeks’ vacation, sick and personal time, floating holidays
- Short Term Disability and Accident plan

- Employee Assistance Program (EAP)

Please send resumes to [careers@emotrans.com](mailto:careers@emotrans.com)

[To apply internally:](#) Follow our internal job posting procedure on the intranet

***EMO Trans Inc. is an Equal Opportunity Employer. No employee or applicant for employment will be discriminated against because of race, color, religion, age, national origin, sex, disability, marital status, veterans' status or the presence of non-job-related medical condition or disability or any other legally prohibited statute in compliance with Federal and State equal employment opportunity laws.***