



Payroll and Benefits Coordinator

GCLR, LLC agents for American University of Antigua

Battery Park, New York, NY

About the Opportunity

Reliable and organized payroll and benefits coordinator to work in our administrative offices located in the Battery Park area of New York City. In this position, you will be responsible for the administration of the benefits programs, and for the coordination and processing of payroll for US employees and campus faculty. You will also be responsible for communicating and explaining benefits programs to employees through new hire orientation and open enrollment.

This is a full time position requiring no travel, with a typical work schedule of Monday to Friday, 9:00am to 5:00pm. The payroll and benefits coordinator will work closely with the Executive Director of Finance, Human Resources and the COO.

About GCLR, LLC

GCLR, LLC is part of the Manipal Education Group and is responsible for providing management services to American University of Antigua, AUA. AUA is dedicated to breaking down the barriers that have prevented underrepresented minorities from obtaining medical education and practicing medicine in the United States. www.auamed.org GCLR, LLC offers a unique opportunity within for profit education and an environment that values learning and professional development.

Required Qualifications

To succeed in this role, you must have an Associate's degree or equivalent and three to five years of related work experience. We also require proficiency in Microsoft Office and Outlook, as well as experience working with a payroll provider and online payroll programs. It is preferred that applicants are a Certified Payroll Professional, CPP and/or Certified Benefit Specialist, CEBS and/or Professional Human Resources, PHR.

Compensation & Benefits

The compensation and benefits package includes: health, dental, life and long term disability insurance; 401K retirement savings plan; up to 16 days of paid time off annually; 13 paid holidays; Transit Check and 50% scholarship for spouse and dependants; and tuition discounts at affiliated schools.

To Apply: Please send resume and cover letter with salary requirements to careers@auamed.org. Please indicate "Payroll & Benefits Coordinator" in the subject field.