

# TAMRON

Job title: HR Administrator

Location: Commack [www.tamron.com](http://www.tamron.com)

We are in search of an HR administrator to provide administrative support to the HR function as needed and ensure all practices are in accordance with federal and state regulations as well as company policies and procedures. The HR Administrator will be responsible for the following:

- Conduct new-employee orientations to ensure employees gain an understanding of benefits plans and enrollment provisions.
- Manage annual open enrollment period. Arrange for distribution of plan summary materials and required notices, assist with communicating changes to employees and arrange for onsite representation by providers. Conduct employee presentations. Process changes within deadlines.
- Process monthly billings from insurance providers. Review billings for accuracy, codes and advances for payment. Resolve discrepancies with carriers, payroll and the company. Complete reports for management as requested.
- Prepare government reports for compliance or other HR functions such as ACA reporting ERISA and CMS reporting.
- Prepare and distribute introductory and annual performance appraisals.
- Act as a liaison with various insurance carriers and foster effective relationships with client representatives.
- Act as a resource for payroll/HR contacts to ensure their understanding and compliance with benefits and HR policies and regulations. Keep management advised of potential problem areas and recommend/implement solutions as appropriate.
- Perform recruitment activities, interview and evaluate candidates for select positions
- Write, revise, edit and proofread company policies and procedures and related documents as needed. Use ADP Portal for posting company news and benefits information, policies, and forms library. Produce the company telephone directory, conduct exit interviews, and manage disability leave and PFL

**Education & Experience Required:** Bachelor's degree in human resources or business, 2-3 years' experience in Human Resources, experience administering employee benefits including health, welfare and 401(k), Experience with ADP Workforce Now HRIS, Payroll, Time & Attendance, Benefits, and Talent modules.

**To apply:** Send cover letter and resume to [recruiting@tamron.com](mailto:recruiting@tamron.com)

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