

ROTO FRANK OF AMERICA - JOB DESCRIPTION



Position Title	Human Resources and Payroll Coordinator
Reports to	Human Resources Manager
Division	Window and Door Hardware
Legal entity	Roto Frank of America, Inc.
Process	Business Support
Objectives	The HR and Payroll Coordinator is responsible for assisting the HR Manager in day-to-day activities related to the provision of employment policies, payroll, benefits, safety and employee life cycle.
Date	November 2018

Essential Functions:

- Administer various human resources programs and procedures for all employees
- Maintain personnel files in both physical and HRIS
- Administration of recruitment activities including tracking of recruitment status, review resumes, conduct reference checks, and prepare offer letters
- Oversee Onboarding, Orientation and Offboarding process and verify accurate completion of appropriate checklists
- Verify employees' time and payroll data including commissions; post wages and deductions, prepare paychecks and process weekly payroll data
- Perform benefit plan administration including preparation of renewal, management of new hires enrollments, changes and terminations, issue COBRA continuation documents and monthly reconciliation of carrier invoices
- Active participation on the Safety Committee, maintain safety policies in accordance with federal and state laws; record Worker's Compensation injuries, including claims and reporting
- Maintain employee communications (newsletters, emails, etc.)
- Organize various employee recognition events
- Additional duties as required including support to the Finance department, as needed

Required Education	<ul style="list-style-type: none"> • Bachelor's Degree Human Resources Management or Business Management, or similar
Required Work Experience	<ul style="list-style-type: none"> • 3+ years of Human Resources experience • Experience using ADP Workforce Now HRIS preferred • Working knowledge of HR related labor laws including FLSA, COBRA, FMLA, OSHA regulations, and other applicable state and federal employment law
Required Competencies	<ul style="list-style-type: none"> • Proficiency in Microsoft Office • Organization skills • Able to manage multiple tasks at a time • Strong interpersonal skills • Strong verbal and written communication skills • Able to work with a varied workforce • Able to read/speak Spanish, preferred but not required
Supervisor Responsibility	<ul style="list-style-type: none"> • None
Work Environment and Position Type/Standard Hours of Work	<ul style="list-style-type: none"> • Non-Exempt • Part Time, hours varies per week