



## Human Resource Payroll Associate - Luxury Goods, Watches & Jewelry

### Overview

Our client is an Exclusive Luxury Goods Brand seeking a talented Human Resource Payroll Associate to join their growing HR Division.

This is a true HR Payroll Associate role and the perfect position if you enjoy wearing many hats! This person will focus 50% of their time on ADP Payroll and HRIS management. The other 50% of the time will be focused on supporting the Human Resources team & all of its administrative functions.

**This is a unique hybrid role – working 3 days in the office and 2 days remote.**

The HR Payroll Associate will act as the HR Team Coordinator supporting multiple locations and over 500+ Employees across the United States. The primary focus of this role is Payroll, HRIS and HR Team Admin Support.

Successful candidates should have experience with ADP and general ERP systems. Additionally, we require excellent attention to detail, amazing organizational skills, hyper customer-focused attitude, and ultimate discretion.

### Key Responsibilities

Performs all administrative responsibilities for the entire HR Department with excellence.

Escalates issues appropriately to the Head of HR.

Guarantees that all Brand Employees receive exceptional, timely and confidential support.

In collaboration with the Human Resources Payroll Specialist, ensures successful, error-free weekly, bi-weekly, and monthly payroll via ADP for all office locations.

Oversees the successful management of the Company's HRIS system by managing all data entry activities in support of global initiatives.

### Additional Tasks

Guarantees that the Company's Employees have a quality employment experience by successfully executing the following tasks:

- HRIS system order entry
- Timecard auditing
- Employment verifications
- Business card orders
- Maintaining ADP updates for Employee announcements (anniversary lists, open positions, memo library, etc.)
- Running weekly, monthly, and bi-weekly payrolls
- Significant life event program – including anniversary and retirement programs
- All Remstar filing system

- New Hire Masterlist
- All Department invoicing for CFO, Accounting & Operations
- HR Department Travel Coordinator

**Skills Required**

ADP Payroll

ERP knowledge

HRIS Systems

Outstanding written and oral communication skills

Relevant computer skills

Math skills

Data integrity

Data entry

HRIS systems

ADP Time and Attendance best practices

Superior organizational skills

Analytical skills

Ability to learn and retain facts

Superior attention to detail

Relevant industry knowledge

Employee relations

Payroll Time & Attendance

Labor law Filing & record keeping

1-9's OSHA

**Company offers Competitive Benefits, Compensation and outstanding Work/Life Balance.**