



JOB DESCRIPTION

Title: **HR/PAYROLL ASSISTANT**

Human Resources Support

- Respond to employment verification, loan information, child support and wage garnishment requests
- Provide support in all areas of benefit management: insurance, retirement, supplemental benefits, PTO
- Handle worker's compensation and unemployment claims
- Prep meeting documents
- Assist in maintaining updated forms and reference materials for stores (binders, Handbook, etc.)
- Update website, post open positions, conduct phone screenings, set interviews, verify references as needed
- Maintain PTO calendar and create/distribute request-off calendars for stores
- Assist in maintaining company compliance with state/federal postings, safety standards
- Maintain catalog of staff job descriptions, recruiting language, and store/staff communication
- Maintain accurate and efficient filing of employee records, tax info, payroll history
- Assist stores with updating phone lists and other frequently-changing documents

Payroll Administration/Support

- Receive, review and enter biweekly payroll data from stores and prep payroll for submission
- Assist in administering address, pay, status, and benefit changes in payroll system
- Respond to staff payroll questions or concerns
- Maintain payroll journals, payroll grids, payroll report cards, and filing
- Record and pay out referral bonuses
- Distribute paychecks

Data Management & Reporting

- Enter data into payroll and point of sale platforms as needed; including user numbers, discounts, etc.
- Maintain tracking for staff reviews, hiring
- Assist with yearly ESR and EEO reporting
- Assist in distribution of W2s and retirement statements
- Compile and clean-up files and data for year-end wrap-up
- Prep spreadsheets, calendars, etc. in anticipation for future years' tracking needs

Misc.

- Cross-train to provide support in any area generally assigned to other HR staff
- Provide checks & balances across department functions
- Write monthly employee profiles
- Plan annual employee appreciation party
- Track and update alarm system codes for each store
- Follow all company policies and safety/COVID prevention protocols
- Work with the Office & Property Manager and Office Assistant/Bookkeeper regarding any HR billing issues
- Assist in special projects, maintenance, clean-up and reorganization as needed
- Respond to fast-paced, ever-changing retail environment
- Additional schedule availability required during retail holiday seasons

Requirements: College degree, strong knowledge of Google, acute attention to detail and discretion, professional phone demeanor. Ability to sit for an extended period of time, perform light lifting, and do various repetitive tasks such as filing and typing. Must be able to read on a computer screen for a large part of each shift.