



Opening for HR Administrative Specialist

Job Summary

We are seeking a detail-oriented and proactive Human Resources Assistant to support our HR department in various administrative and operational tasks. The ideal candidate will assist in recruitment processes and payroll (iSolved) while ensuring compliance with employment labor laws. This role is essential in fostering a positive workplace culture and supporting the overall HR functions of the organization.

Duties

- Assist in the recruitment process by sourcing candidates through various channels.
- Conduct employee orientations to ensure new hires are effectively integrated into the company.
- Maintain accurate employee records and ensure compliance with employment labor laws and company policies throughout all HR processes.
- Assisting with bi-weekly payroll
- Filing of employee files and various paperwork
- Learning of compliance with federal, state, and local legal requirements
- Complete reference checks for candidates
- General clerical duties included but not limited to, photocopying, filing, data entry and producing correspondence
- Maintains confidentiality of all payroll, medical, benefit, and personnel related information.
- Contributes to overall Human Resources function by completing a variety of assigned tasks with accuracy and timeliness
- Fluent in Spanish preferred but not necessary
- Additional duties as assigned and/or as business needs dictate

Experience

- Experience with payroll databases, specifically iSolved
- Detail oriented individual who can be relied upon to produce accurate product in timely manner is required
- Solid computer skills and keyboarding skills
- Strong time management skills
- Strong comprehension and problem-solving skills
- High level of proven confidentiality and ability to remain objective
- Self-motivated and proactive individual
- Ability to establish and maintain effective relationships with management, staff, and others
- Previous experience in a human resources role is preferred, especially recruitment.
- Strong organizational skills and attention to detail are essential for managing multiple tasks effectively.
- Excellent communication skills, both written and verbal, to interact with employees at all levels of the organization.

If you are passionate about human resources and eager to contribute to a dynamic team, we encourage you to apply for this exciting opportunity.

For more information for Gross Polowy's Total Rewards check out our website at www.grosspolowy.com



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Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Employee discount
- Flexible schedule
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Professional development assistance
- Referral program
- Retirement plan
- Vision insurance

Ability to Commute:

Williamsville, NY 14221 (Required)

Work Location: In person

Pay: \$20.00 - \$25.00 per hour

*Base pay offered will vary by candidate and is based on various individual factors including but not limited to: market location, job-related knowledge, skills, and experience. The total compensation package for this position may also include other elements, including a full range of medical, financial, and/or other benefits (including 401(k) eligibility and various paid time off benefits). If offered, details of participation in these benefit plans will be provided if a candidate receives an offer of employment.