

Order Number:

NJ1397361

Date Job Order Received:

05/10/2018

Number of Openings:

1

Company Name:

Disposable Hygiene LLC

Job Title:

Human Resource Coordinator

Minimum Experience Required:

No experience requirement provided.

Job Description:

HR Coordinator: Job description: Maintain employee records and update enrollment information for all plans. Review and approve all billing for insurance carriers. Oversight of Temporary Staffing program for the company. Provide assistance on projects, annual events, yearly enrollments and other HR initiatives. Essential Job Functions: Coordinate the notification of new hires, employees on disability, and terminations including processing. Verify invoicing for medical, dental, vision, life and LTD insurance plans for all employees. Handle weekly payroll thru Paychex on a rotational basis. Maintain Workers Compensation and OSHA files and complete documentation for OSHA, child support documentation and or government agencies which need employee wage information. Safety Program Create lists by teams and coordinate with supervisors the safety team notifications on a monthly basis Complete unemployment claim forms and disability claim forms. Maintain all HR documents for hires, enrollment, termination, benefits administration, vacation, and I9 documentation. Staffing program administration, including maintaining data, process invoices and temp to hire process. Support annual company events as well as training and development activities and special events held for employees throughout the year. These functions are not all inclusive and other duties may be assigned based on departmental or business needs. Requirements: Bilingual Spanish College degree or experience in an HR environment of 2-4 years. Ability to successfully communicate orally and written form and maintain confidentiality of highly sensitive data Proficient in Microsoft Office (Excel, Power Point, Word), and exposure to Paychex Payroll is preferred. Minimum of 5 years of experience in a clerical and/or administrative position. Able to work in a fast paced environment with minimal supervision

Job Location:

Clifton, New Jersey

Pay:

\$40,000.00 - \$45,000.00 Yearly

Benefits:

Health Insurance, Dental Insurance, Vacation, Holidays

Hours per Week:

40

Duration:

Full Time, Over 150 Days

Work Days:

Monday thru Friday

Shift:

First (Day)

Public Transportation:

Public Transportation is not available.

Minimum Education Required:

Some College

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

To apply, contact the employer by fax, or by email:

Fax: Silva, Jessica (866) 201-2122

Email: jessica@disposablehygiene.com