**Human Resources Generalist / Payroll Specialist**

Tedia is looking to add a motivated & compassionate member to our HR team to work out of our Fairfield, Ohio location.  This is a hybrid role, where you will have the opportunity to come into the office as well as work from home when desired. We have invested a great deal into our HR & Payroll systems and will need a strong contributor to help us carry out various business initiatives to expand on these capabilities.

This role will be supporting approximately 140 employees and managers in a fast growing company, with a family owned atmosphere. A large focus will be on ensuring compliance with the administration of benefit plans, including managing the annual open enrollment process.

If you have a passion for HR and interacting with employees at all levels of the organization, this could be the perfect opportunity for you. If you are looking to expand your skillset and learn how to process payroll, we are willing to train you. Or if you already have experience with this, even better.

Some of the perks that our employees get to take advantage of include free monthly luncheons, monthly birthday celebrations, years of service awards and access to vending/market items at a reduced cost.

We also offer a competitive compensation and benefits package including health, dental, vision, life insurance, company matched 401(k) retirement plan and voluntary benefits including supplemental life, short term & long term disability, accident, critical illness and legal shield. 9 paid company holidays and generous vacation and sick time.

The hours of this position are flexible. Whether you are a morning person or would like to start your shift a little later in the day, we offer this level of flexibility so you can properly balance work and life.

**Core Responsibilities:**

* Well versed in benefit plans including medical, dental, vision, HSA, HRA, 401(k), COBRA, Life Insurance, Short and long term disability plans. Partners with Broker and third party administrators. Responsible for annual open enrollment as well as new hires and qualifying life events.
* Ensure compliance with disability leave laws, such as the Americans with Disabilities Act (ADA), Family Medical Leave Act (FMLA), and Workers’ Compensation, LTD, STD, by partnering with employees, departments, and medical providers to return employees to suitable, gainful employment.
* Ensure timely and accurate payroll processing, bi-weekly.
* Administer, monitor, and support Time on Demand for permanent and temporary employees.
* Process employee changes including but not limited to compensation, payroll, and personal employee information, as well as terminations.
* Maintain child support paperwork, process wage garnishments, and complete any employment-related paperwork, such as Unemployment Notices of Entitlement, EEO-1, 5500 and ACA reports.
* Monitor disciplinary process; distribute appropriate forms/notices; track outstanding documentation and follow-up to ensure receipt.
* Monitor and Maintain ADP Workforce Now – Acting as admin, responsible for system across all modules.
* Respond within 24 hours to inquiries from staff and/or others with appropriate tact, respect and resourcefulness.
* Proactively identify potential issues and/or concerns and make suggestions for corrective action; Identify at least 1 new HR process/policy improvement, quarterly.
* Gather and analyze data with useful HR metrics, like time to hire and employee turnover rates; Update by the 5th of each month, HR dashboard with such data.
* Maintain compliance with all federal, state, and local employment laws and regulations; 100% on-time completion of all HR regulatory reporting.

**Qualifications:**

* The ability to process an error free bi-weekly payroll.
  + Detail oriented, highly organized with the ability to prioritize accuracy.
  + Desire to keep up with changing tax & payroll legislation.
* The ability to take on a mentorship role to less senior associates
  + A self-starter and agent for change
* Sound judgment and problem-solving skills.
* Sensitivity to confidential matters.
* Strong organizational, planning and time management skills.
* Proficient in Microsoft Office Suite, including Word, Excel, PowerPoint and Outlook.
* Support experience in a professional environment.
* Experience with successfully creating and/or modifying processes.
* Excellent communication skills.
* Possess the following key competencies: Accountability, Adaptability/Flexibility, Continual/Process Improvement, Ethics & Integrity, Communication, Inclusive Diversity, Initiative, Interpersonal Skills.

**Education Requirements:**

* Bachelor’s degree in a related field or equivalent experience.
  + HR or Payroll certification a plus (PHR, SPHR, SHRM-CP, SHRM-SCP, CPP)!
* 3 + years of experience with HR compliance, best practices and current regulations
* 1 + years of payroll processing experience is ideal (biweekly).
  + Willing to train.
* Comfortable utilizing HRIS or Payroll software.
  + ADP Workforce Now experience a plus!

**About The Company**

We are a customer-driven company that excels in providing high-purity solvents globally for life science, biotechnology, pharmaceutical, laboratory, and industrial applications. To learn more, you can visit [www.tedia.com](http://www.tedia.com).

**Seniority Level:** Associate, exempt.

**Employment Type:** Full-time, Monday - Friday, 1st shift

**Industry:** Chemical Manufacturing

**Job Functions:** Human Resources & Payroll

**Work Environment /Physical Demands:**  
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.  Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

* Able to sit for long periods.
* Able to operate multi-line telephone, computer keyboard & copiers.
* Able to stoop, bend, twist, squat and reach occasionally.
* Able to lift up to 15 lbs. occasionally.

<https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=29cbf3eb-d42a-4412-ad21-3d5d7c122dfd&ccId=19000101_000001&jobId=436586&lang=en_US&source=CC4>