



Human Resources Specialist

Position Overview

Our client, **ADB Safegate**, located in Columbus, Ohio, has the best of both worlds! They have a small company feel but, large company stability and growth opportunities. You have the joy of being part of a growing organization that is embracing technology and evolving. You are able to make an impact and have your voice heard vs just being a number.

We are looking for an experienced **Payroll Administrator/HR Operations Specialist** that is looking for a challenge. This position will be the heartbeat of the HR Department. We are looking for someone with strong payroll processing, benefits, and organization skills. The right person will come into this role and learn the current processes and then not be afraid to take the bull by the horns and enhance things. We are looking for a process orientated person that will keep the department running smoothly. If you feel you are up to this challenge and would thrive in a fast-paced organization where you will be able to see a direct impact to the organization based on your ideas this is the place for you!

The **Payroll Administrator/HR Operations Specialist** will ensure that the end-to-end HR operations run smoothly and effectively while delivering maximum value to the organization. Possessing both a customer centric (internal and external) and a continuous improvement mindset, he/she will enjoy responsibilities that allow a mixture of independent work and teamwork. Drawing upon their previous experiences coupled with a high attention to detail and results orientation, with the **Payroll Administrator/HR Operations Specialist** will strive to provide positive employee experiences with an eye for process improvement.

Key Responsibilities

Payroll and Benefits:

- Responsible for processing accurate and timely payroll
- Primary point of contact for payroll and benefit providers
- Point person for employee questions related to payroll and benefits
- Responsible for leave administration (FMLA, STD, etc.) and partnering with employees and managers to guide them through the process

HR Data and Analytics:

- Maintains and ensures accuracy of employee data in various systems, while
- remaining compliant with local legislations Identifies opportunities for process improvement, operational excellence, and automation
- Prepares monthly standard and ad-hoc reports for HR and other internal
- stakeholders by collecting, analyzing, and summarizing data
- Develops and sustains a HR Scorecard on key metrics. Shares insights to drive decision making

Requirements

- Bachelor's degree in business, HR, or related area of study
- Minimum three years of relevant Payroll/HR Operations experience
- Basic working knowledge of state and federal employment Law
- Supporting key HR administrative procedures/processes

Desired Attributes

ADB Safegate has 4 pillars it holds near and dear to its heart: Care, Passion, Leadership and Quality. They are leading provider of solutions that boost efficiency, improve safety, raise environmental sustainability, and reduce operational costs for airports and airlines worldwide. With intelligent solutions spanning the airside for gate, airfield, tower and service, the company partners with airports and airlines worldwide to increase airport performance, from approach to departure.

Benefits & How to Apply

We are looking to hire ASAP so please reach out if you feel like this sounds like a great next step in your career. ADB Safegate offers a comprehensive benefit plan that includes Medical (some plans have ZERO employee cost), 401K with a competitive match, vision, dental, LTD and Life.

A Slice of HR is working with this client on a retained search basis. If you meet the qualifications and want to join this team of talented individuals, please send your resume to kt@asliceofhr.com.