



C-K CONTROL TEMP INC
PROFESSIONAL MECHANICAL SERVICES

“The Energy Minded Professionals”

HVAC LIC: 19HC00184300

Plumbing LIC: 36B101064500

Payroll and Benefits Administrator (FT in office M-F)

C-K Control Temp, Inc., is seeking a Payroll & Benefits Administrator responsible for payroll and benefits administration in a bargaining and non-bargaining organization reporting directly to the Head of Human Resources.

Responsibilities:

- Accurate and timely processing of weekly and bi-weekly payroll for both union and nonunion employees in payroll system.
- Collaboration with support roles and approval follow-through for timely and accurate payroll processing.
- Compliance with all federal and state wage and hour regulations and laws.
- Unemployment, employment verifications and garnishment processing as applicable.
- Prepares, maintains employees' files for accuracy, compliance and confidentiality.
- Makes recommendations for payroll related policies.
- Maintain payroll and benefit related data and reporting.
- Ensures all new hires are accurately set-up in payroll and other related systems.
- Compliance and management of certified payroll requirements.
- Processing employee payroll and benefit changes.
- Manage, track, audit Paid Time off (PTO) process (sick, vacation, personal time).
- Maintain all HR department vendor contacts and contracts.
- Vendor accountability as needed.
- Benefits administration for non-bargaining teammates.
- Tracks and administers all benefits for new hires and existing employees to include: (health, dental, vision, voluntary benefits, and Discretionary 401(k) plan).
- Supports Director, HR with all new hire onboarding and offboarding, including I-9 compliance.
- Data warehousing of internal and external employee information and competitor intelligence.
- Assist with Leave of Absence Process as needed and in compliance with all internal policies as well as FMLA/ADA compliance.
- Help coordinate internal education of new benefit and employee payroll and benefit communication.
- Annual compliance reporting as needed.

Corporate Office
29 King George Road
Green Brook, NJ 08812
Tel. 732-442-5001
Fax: 732-271-2763



24 Hour Emergency Services

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www.ckcontroltemp.com



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- Other duties as assigned.

Qualifications:

- Bachelor's degree in business/HR and/or equivalent experience.
- HR certification preferred, specifically a CPP and/or SHRM PHR certification.
- In depth knowledge of payroll software/systems (HRIS) in construction organization preferred.
- 3+ years Union payroll experience required.
- Knowledge of all federal and state compliance regulations.
- Payroll tax experience desired, especially with locals.
- 3+ years administrating benefit programs.
- Experience working and holding vendors accountable.
- Thorough knowledge of ERISA Regulated Health and Welfare Plans.
- Highest levels of diplomacy, integrity, trust and confidentiality.
- Excellent judgement, time management and organizational skills.
- Advanced experience in MS Office, specifically MS Excel, Word, and Outlook.
- Experience in a SharePoint/Teams communication culture.
- Excellent oral and written communication skills with impeccable grammar.
- Ability to write clear, concise emails and good decision-making skills.
- Data driven mindset.