

## Human Resources Manager

Sam Tell, an established industry leading distributor is currently searching for a Human Resources Manager to fulfill a broad range of HR functions, including recruitment and employment, payroll and benefits administration, employee relations, regulatory reporting requirements, and other areas as needed. This position works at our headquarters in Farmingdale, NY and reports to our CFO.

### Essential Functions:

- **Payroll:** Biweekly payroll processing; the qualified candidate shall have prior experience processing payroll in an online system, preferably with ADP Workforce Now platform
- **Benefits Administration:** Medical, Dental, Vision, LTD, COBRA, and 401k. Knowledge of benefits plan administration and legal compliance is required. Transactional duties as well as work with benefit brokers to ensure the best benefits options available and actively contribute to the planning and execution of annual open enrollment
- **Recruitment:** Acts as the main point of contact for the recruitment effort, including posting jobs, participating in the interview process, preparing employment offers, communicating with new hires and managing the onboarding process
- **Employee Relations:** Counsel, coach and advise managers and employees on a variety of HR issues, including general questions around policies and procedures and resolution of employee relations issues
- **Policy Development** – Write, revise and review company policies and update as necessary to maintain compliance.
- **Legal Compliance** - Monitors and ensures the organization's compliance with federal, state, and local employment laws and regulations, including those related to FLSA, PFL, FMLA, EEO-1, OSHA, COVID19, etc.; review and update employee handbook as needed; manage mandatory reporting compliance.

### Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or related field
- 5-10 years of experience as an HR Business Partner that has been responsible for the entire HR function.
- Proficient in Microsoft Excel, Word and Outlook
- Excellent interpersonal and negotiation skills
- Excellent verbal and written communication
- Excellent organizational skills and attention to detail
- Excellent time management skills with proven ability to meet deadlines
- Thorough knowledge of employment-related laws and regulations

### About our Company

Founded in 1956, The Sam Tell Companies have grown to be preeminent among the nation's largest restaurant and food service equipment and supplies dealerships. The company motto "Design, Build, Supply" exemplifies all of the services that Sam Tell offers their customers.

At Sam Tell, we value every one of our dedicated staff and therefore are pleased to offer a competitive salary and a comprehensive benefits package including: medical, dental, vision, long-term disability, 401K with company match, paid time off, and paid holidays.

Interested candidates should send a an electronic copy of their resume to [Mbitonti@samtell.com](mailto:Mbitonti@samtell.com) and [Jswift@samtell.com](mailto:Jswift@samtell.com).

Thank you

Equal Opportunity Employer