

Position: HR & Payroll Associate – Woodside Queens, NY

The Opportunity: Compass Workforce Solutions has been retained to execute a search for an HR & Payroll Associate reporting to the CFO, on behalf of Capitol Fire Sprinkler, a third-generation fire sprinkler company that has been in business for over 70 years in New York City. Capitol Fire Sprinkler installs, maintains, and services fire sprinkler systems in residential, office, warehouse, and retail buildings of all sizes. Their mission is to do all things fire sprinkler to save lives and protect the property of their customers. The company has over 100 employees and is headquartered in Woodside, NY, approximately one mile from the LIRR Woodside station.

Position Summary: The HR & Payroll Associate assists with the human resource and payroll functions of the company. They will compile and keep personnel records and record data for each employee, such as address, weekly earnings, absences, amount of sales or production, supervisory reports, and date of and reason for termination. They prepare and file reports for employment records and furnish information to authorized persons. They also recruit, screen applicants, interview, or place individuals within an organization. They compile and record employee time and payroll data in addition to computing production and commissions. They compute and post wages and deductions or prepare paychecks.

Job Responsibilities:

- Recruit for open positions by posting job ads, pre-screen resumes, conduct phone screens, interviews, tests, and selects employees to fill vacant positions.
- Administer benefits plans and record employee participation.
- Administer performance review program to ensure effectiveness, compliance, and equity.
- Coordinate management training in interviewing, hiring, terminations, promotions, performance review, safety, and sexual harassment.
- Advise management in appropriate resolution of employee relations issues.
- Respond to inquiries regarding policies, procedures, and programs.
- Prepare employee separation notices and related documentation and conduct exit interviews.
- Prepare reports and recommend procedures to reduce absenteeism and turnover.
- Prepare and process weekly payroll and manage time and attendance system.

Minimum Qualifications:

- Minimum 3 years of experience with payroll and HR.
- AA/BS degree or equivalent work experience in HR or related field.
- Excellent active listening, presentation, verbal, and written communication skills.
- Knowledge of labor law and HR best practices.
- Advanced math and computer skills with an emphasis on Excel and other MS Office Products.
- Ability to exercise sound judgement and maintain confidentiality of information.
- Experience implementing HRIS/Payroll system. Preferred experience with Paylocity/Paycor.
- Fully vaccinated against COVID-19 or possess a medical/religious exemption.

Work Location: 80% office and 20% shop, field and job site visits.

Work Hours: Monday – Friday, 8:30 AM-5:00 PM

Full-time, Non-Exempt position

Company offers competitive wages commensurate with skills and experience and great benefits (health / dental / vision, 401k w/match, sick/holiday, enhanced short- & long-term disability).

Capitol Fire Sprinkler is an Equal Opportunity Employer

To Apply: Please submit cover letter, resume and salary requirements to: Careers@compasswfs.com