

Job Title	Payroll & Benefits Coordinator
Business Unit	ODCBU
Function/Region	Human Resources
Location	Edison, New Jersey
Leader	Senior Manager, Benefits & Payroll
People Leadership	N/A
Job Level	5
Role Purpose	
<p>Responsible for assisting the Senior Manager, Benefit and Payroll with timely and accurate processing of weekly and bi-weekly payroll for the U.S employees and certain ex-US employees while maintaining the internal controls that have been established around timeclock and payroll processing.</p>	
Accountabilities	
<ul style="list-style-type: none"> • Analyze, prepare and input payroll data for all hourly and salary personnel. Use automated system to produce accurate and timely payroll. • Research and resolve employee and system problems to ensure accurate payroll reports. • Conduct regular audits on payroll data & benefit elections procedures and records • Create and maintain employee files to ensure compliance of personnel recordkeeping and accuracy of payroll and HR systems. • Assist with processing and dispersing W-2 forms annually • Send benefit enrollment and I-9 communications to all new hires • Update payroll and HR systems and inform Finance and GTS for promotions, transfers, terminations, and new hires • Create Purchase Orders and process all payroll and benefits invoices • Perform additional administrative duties as required by Senior Manager, Benefits & Payroll • Other projects as assigned. 	
Values	



BE PROUD
We are proud of our brands, our heritage, and our commitment to superior quality in our products



BE RESPONSIBLE
We expect every individual and their teams to be accountable and to perform to their full potential



BE SUSTAINABLE
We wish to make a positive contribution to our communities and to our environment



BE PROFESSIONAL
We value integrity, transparency, professionalism and constructive debate within a team working culture



BE ENTREPRENEURIAL
We foster a forward thinking and innovative culture that recognises the need for innovative thinking and continuous improvement



THINK LONG TERM
We are proud of our brands, our heritage, and our commitment to superior quality in our products

Core Competencies:

Relating and Networking

- Establishes good relationships with customers and staff
- Builds wide and effective networks of contacts inside and outside the organisation
- Relates well to people at all levels
- Manages conflict
- Uses humour appropriately to enhance relationships with others

Presenting and Communicating Information

- Speaks clearly and fluently
- Expresses opinions, information and key points of an argument clearly
- Makes presentations and undertakes public speaking with skill and confidence
- Responds quickly to the needs of an audience and to their reactions and feedback
- Projects credibility

Following Instructions & Procedures

- Appropriately follows instructions from others without unnecessarily challenging authority
- Follows procedures and policies
- Keeps to schedules; arrives punctually for work and meetings
- Demonstrates commitment to the organisation
- Complies with legal obligations and safety requirements of the role.

Delivering Results & Meeting Customer Expectations

- Focuses on customer needs and satisfaction
- Sets high standards for quality and quantity
- Monitors and maintains quality and productivity
- Works in a systematic, methodical and orderly way
- Consistently achieves project goals.

Applying Expertise & Technology

- Applies specialist and detailed technical expertise
- Develops job knowledge and expertise through continual professional development
- Shares expertise and knowledge with others
- Uses technology to achieve work objectives
- Demonstrates appropriate physical co-ordination and endurance, manual skill, spatial awareness and dexterity
- Demonstrates an understanding of different organisational departments and functions

Achieving Personal Work Goals and Objectives

- Accepts and tackles demanding goals with enthusiasm
Works hard and puts in longer hours when it is necessary
Seeks progression to roles of increased responsibility and influence
- Identifies own development needs and makes use of developmental or training opportunities.

Skills and Qualifications:

Essential:

- Experience with ADP payroll , reconciliation, and payroll and Time & Attendance reporting and analysis

- Must possess strong written and verbal communication skills
- Fluency with MS Office products, including Word, Outlook and familiarity using Excel and spreadsheet
- Some accounting background and analytical skills are a plus
- Internal customer service – a positive demeanor with excellent follow through skills
- Prioritize and plan work activities and use time efficiently
- Demonstrate accuracy and thoroughness in the completion of work
- Is punctual and adheres to deadlines
- Ability to multi-task, problem solve and work with pace
- Proactive and solution focused