



HR Administrator

Position Summary:

Fully responsible for managing and processing the full payroll cycle for all employees. Acts as the HR representative for the daily HR needs such as personnel files, workplace accidents, benefits enrollment, new hire on boarding, etc. Ensure that the HR and payroll functions are in compliance with existing regulations. Keep CFO and Cintra US HR Manager informed of any relevant HR or payroll topics.

Essential Duties and Responsibilities:

- Conduct the on-boarding process with new employees to complete all new hire paperwork, including enrollment into the company's benefit plans and any state and federal government forms
- Manage the payroll for both exempt and non-exempt staff, including but not limited to tracking paid-time off accrual, bonus or incentive pay, entering new employees and removing employees that are no longer with the company
- Ensure payroll deductions, garnishments, taxes and any other payroll criteria are accurately processed according to any applicable local, state, or federal guidelines
- Act as the liaison with all benefit providers (Medical, Life, Accident, FSA and 401K) to ensure that the highest level of service is being provided to employees and employees are properly enrolled
- Ensure compliance with weekly timesheet guidelines for all employees
- Maintain complete and accurate HR Files for all employees, including all documents related to employer policies, payroll information and medical & benefit information, in accordance with HR laws and best practices
- Act as liaison with treasury to ensure payroll and benefit wires are performed in a timely and accurately fashion
- Complete, maintain, and re-verify all Form I-9's to meet the USCIS guidelines
- As requested, post job openings and conduct initial interviews for any maintenance positions and make recommendations regarding top candidates to the Maintenance Manager
- Enroll employees in COBRA plan in accordance with federal law, in order to offer continued medical insurance coverage options to employees upon exiting the company
- Respond to unemployment claims in a timely fashion and attend any unemployment hearings to represent and speak on behalf of the Company
- Update and submit required reports in a timely fashion, including but not limited to, headcount reports and compensation reports
- Serve as the employee contact for payroll and benefit questions
- Represent the company in worker's compensation insurance audits and prepare and provide the necessary information to the auditor

- Responsible for meeting OSHA Requirements, including completing the required OSHA paperwork as it relates to workplace accidents or illnesses and posting the required reports
- Report to CFO about HR related matters at both NTE and LBJ offices, while also updating the Cintra U.S. HR Manager on HR related topics
- Attend weekly conference calls with the Cintra U.S. HR Manager in order to update and resolve any current HR issues within the company
- Seek out efficient methods and ways in which to improve areas within the scope of payroll and HR practices
- Perform other job duties as assigned

Education & Experience:

- Associate's degree is required
- 3 or more years of experience in Human Resources or a payroll and benefits administration role is required
- Familiarity with state and federal employment laws, guidelines and best practices is preferred