

Payroll & Benefits Administrator – Job Description Summary

This position is responsible to deliver outstanding service to both internal and external customers and administer all payroll and benefits plans for all employees. Serve as primary contact for all benefit programs and payroll issues. Maintain records and information for all job openings and applicants.

The complete job description covers the following topics:

- Essential duties and responsibilities
- Performance standards
- Qualification requirements
- Education and experience
- Language skills
- Mathematical skills
- Reasoning ability
- Other skills and abilities
- Physical demands
- Work environment
- Mental demands