**PAYROLL & BENEFITS ADMINISTRATOR**

**The Moore Company/Darlington Fabrics** Domestic textile manufacturer of wide warp knit fabric

The Moore Company/Darlington Fabrics is seeking to fill this position due to a retirement planned for year end.   This is a unique opportunity to build the position around your skill set!   “With change comes opportunity”, right?

Most important skills required are Payroll knowledge, Ceridian Dayforce and WFM Time & Attendance knowledge, and experience working in a 24/7 work environment.  Will provide training in other areas as needed.

**Position Summary:**  Responsible for accurate processing of hourly, semi-monthly and monthly payroll. Responsible for compliance, standardization, continuous improvement and best practices while managing and coordinating all payroll related activities, records management and systems standardization/maintenance.   Also responsible for employee benefits administration and management including plan design development, open enrollment, compliance, vendor relations and employee relations.

**Required/Preferred Experience/Knowledge:**

Three years’ experience in the administration of Dayforce and WFM Time & Attendance or comparable experience and working knowledge of an alternative payroll system
Working knowledge of a manufacturing or 24/7 operation preferred (related to Payroll)
Intermediate level proficiency with Microsoft Excel required
Previous experience managing and/or directing others is preferred.
Intermediate level report writing knowledge required. Benefits Administration experience a plus

**Required/Preferred Education/Training:**

Associate’s degree required or equivalent work experience (minimum five years) required HR Certificate or HR credentials a plus

If we have sparked your interest, please email Monica Coughlin at mcoughlin@themooreco.com.  We can send you the full job description.