

Turbo Drill Industries is a leading manufacturer and supplier of high-performance drilling products and services supporting operations throughout North America. We are driven by our customer's needs and are continuously developing and improving drilling products that exceed industry expectations.

HR & PAYROLL ADMINISTRATOR

We are looking for an HR & Payroll Administrator to support our Human Resources department at our facility in Conroe, TX. As the HR & Payroll Administrator, you will be the first point of contact for HR, payroll and benefits related questions from employees, candidates and external partners/vendors. As an HR & Payroll Administrator you will be responsible for administrative tasks, processing payroll and assisting employees with HR, Benefits and Payroll inquiries, under the direction of the HR Manger.

The successful candidate will be a driven, self-starter with a broad knowledge of the functions within a Human Resources Department to include HR, payroll and benefits.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Organize and maintain personnel records
- Update internal databases, HRIS system
- Prepare HR documents, forms, policies, etc.
- Create and run regular reports on HR metrics
- Answer employee inquiries concerning HR, payroll, and benefits
- Assist in processing bi-weekly payroll
- Recruiting tasks to include posting job openings, screening candidates, distributing resumes to hiring managers and scheduling interviews
- Onboarding of new employees to include offer letters, pre-employment testing and new hire paperwork
- Processing of benefits enrollments, changes, cancellations, and inquiries
- Monthly reporting of headcount, turnover, hours worked, worker's compensation and other management reports
- Monthly audit/reconciliation of benefits and payroll reports and billing
- Other job-related tasks as assigned by management

QUALIFICATIONS AND REQUIREMENTS

- Bachelor's degree in Human Resources, Business, or related field or equivalent experience preferred
- PHR certification or SHRM Certified Professional (SHRM-CP) preferred
- Proven work experience as an HR & Payroll Administrator or relevant role
- Proficiency in Microsoft Office required
- Experience with HR software (HRIS OR HRMS)
- Experience with Paylocity HRIS is highly preferred
- Ability to multi-task in a fast-paced environment working both as part of a team and independently
- Demonstrated knowledge of multiple HR functions including payroll, benefits, recruiting, onboarding, implementing, and improving HR processes, coaching, labor laws, etc.
- Ability to read, write and communicate professionally and effectively

Turbo Drill Industries, Inc. is An Equal Opportunity Employer