

Overview

The HR & Payroll Manager will lead all aspects of human resources and payroll administration at Pioneer Door Inc., ensuring compliance with labor laws and company policies. This role is responsible for managing employee relations, recruitment, onboarding, benefits administration, performance management, and weekly/bi-weekly payroll processing. The ideal candidate will bring a balance of strategic HR leadership and hands-on payroll expertise to support a growing and dynamic workforce.

Responsibilities

- Administer and process payroll accurately and on time, including timekeeping, deductions, and adjustments in ADP.
- Maintain employee records and ensure compliance with federal, state, and local labor laws.
- Lead recruitment and onboarding efforts, including job postings, interviews, background checks, and new hire orientation.
- Manage employee benefits programs including 401(k), workers' compensation, leave policies, medical, dental, and AD&D.
- Serve as a resource for employee relations issues, offering guidance and conflict resolution support.
- Develop and implement HR policies, procedures, and employee handbook updates.
- Oversee performance management processes and support leadership in employee development.
- Track and report on HR metrics including turnover, absenteeism, and staffing levels.
- Coordinate with external vendors for payroll systems, benefits, and compliance.

Requirements

- Bachelor's degree in Human Resources, Business Administration, or related field
- At least 2 years of experience in human resource management
- Expert in ADP
- Strong knowledge of federal and state labor laws and HR best practices
- Proficiency in English
- Strong attention to detail and accuracy
- Excellent organizational and time management skills

Preferred

- HR certification (PHR, SHRM-CP, etc.) is a plus.
- 3-5 years of experience in human resource management

Job Type: Full-time

Pay: \$65,000 - \$80,000

Expected hours: 40 per week

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- Day shift
- Monday to Friday

To apply please email a resume to wdiebold@pioneerdoorak.com.