



Office Administrator/Payroll Coordinator

Responsibilities:

Responsible for payroll of 20-100 employees for twice a week period
Entering of new hires, employee changes voluntary deductions in the payroll system
Processing of manual checks such as terminations and discrepancies
Prepare and process hourly and salaried bi-weekly payrolls
Prepare and process garnishments
Calculate new hire pay, termination pay, and any required adjustment to normal pay
Processing stop payments or adjustments of payroll
Calculate bonuses as requested
Ensure that computing, withholding, and deductions are done correctly
Knowledge of wage and hour laws
Contributing to team effort by accomplishing related duties as needed

Skills/Qualifications:

Proficient in ADP PC/Payroll for Windows
Must have worked with a payroll size greater than 1500 employees, including multi-state payrolls
Knowledge of Excel and familiarity with Microsoft Word. Should be comfortable with computer applications in general
10-key by touch
2-3 years experience
Strict confidentiality a must

Office Administrator Job Purpose:

Ensures proper flow of office procedures, and supports the office directors by carrying out common office duties. Maintains a positive and friendly company image by acting as the first line of contact to visitors, customers, and vendors in person, online, and via telephone.

Office Administrator Job Duties:

- Communicates with relevant agencies to produce travel itineraries for business directors and employee events

- Arranges meetings by scheduling appropriate meeting times, booking rooms, and planning refreshments
- Manages correspondence by answering emails and sorting mail
- Assists in planning and arranging events, including organising catering
- Handles expenses and billing cycles
- Manages reception area and looks after visitors
- Answers phone calls and transfers them as necessary
- Drafts, formats, and prints relevant documents
- Maintains stock lists and orders office supplies as needed
- Manages staff expense requests
- Interacts with directors and carries out their requests
- Creates agendas and takes meeting notes
- Assists in purchase orders and invoicing
- Maintains accurate records for employee holiday requests
- Manages outgoing post and records data on special deliveries
- Photocopies and files appropriate documents as needed
- Attends workshops and conferences when requested
- May take care of website functions and social media profiles

Office Administrator Skills and Qualifications:

Prior Office Management Experience Preferred; Strong Attention to Detail; Ability to Work Without Supervision; Excellent Time Management Skills; Exceptional Communication and Customer Service Skills; Technical Skills, Including Proficiency With Microsoft Office Programs; Strong Prioritisation and Organisation Skills; Ability to Handle Confidential Information; Strong Record Keeping Skills; Presentation Skills, Including Welcoming Guests to Events; Ability to Multitask

Expected salary range: 23k –33k based on experience

12625 Laurel Bowie Road Unit 3085 Laurel, MD 20709(301)332-7739- Office