

Human Resources   Experienced

# Payroll Compensation and Benefits Administrator

Troy, USA

The Motherson Group is one of the 15 largest and fastest growing full system solutions providers to the global automotive industry, serving multiple further industries, such as rolling stock, aerospace, medical, IT, and logistics, with over 190,000 employees across 44 countries worldwide.

Our HQ located in Troy, MI is looking for a highly motivated Payroll Compensation and Benefits Administrator to join our team!

The role of the Payroll Compensation and Benefits Administrator is to oversee the development, implementation, and administration of the compensation, benefits, and payroll processes. This role ensures that all processes are competitive, compliant with legal requirements, and aligned with the company's strategic goals.

## Что вы будете делать

- Manages full cycle payroll (weekly, bi-weekly, off-cycle, bonus).
- Ensures accurate timekeeping, resolves issues with HR.
- Compiles payroll data per company policy/timelines.
- Utilizes ADP SmartCompliance for wage garnishments, etc.
- Partners with HR for accurate employee/benefit data in ADP.
- Oversees employee benefits programs (health, retirement, wellness).
- Manages Open Enrollment: plan collaboration, materials, training.
- Administers two 401(k) plans (enrollments, processing, inquiries).
- Supports finance/accounting for payroll reporting/reconciliation.
- Conducts audits for compensation/benefit/payroll data integrity.
- Provides training to HR on compensation/benefits/payroll.
- Develops/manages competitive compensation programs.
- Monitors market trends for competitive compensation.

## Кого мы ищем

- Bachelor's Degree in HR, minimum of 8-10 years of HR experience (including 5-7 years in payroll processing position)
- Experience with ADP's Workforce Now, Workforce Manager, and Smart Compliance.
- Understanding of the full cycle of payroll processing and taxable wage concepts.
- Knowledge of benefit related issues, insurance negotiations, and 401(k)-plan administration.
- Extensive knowledge of labor laws
- Detail oriented and excellent communication with customer service skills

## Что мы предлагаем

- A comprehensive benefit package
- Build knowledge with varied and exciting assignments
- We show our commitment to our people via the following values:

Interest for each other: We act with empathy and care about each other and our counterparts.

Together: We work together collaboratively and selflessly.

Trust: We say what we mean, keep our promises, and treat others with respect.

Respect: We respect and value people of all backgrounds.