



Company/Organization Name: LACOSTA Facility Support

Location: Wauconda, IL

Position/Title: HR/Payroll Administration

Duties/Responsibilities: Coordinate garnishments, wage attachments and levies. Assist Payroll Manager with reconciliations. Various special projects as needed. Prepare multiple work-site reports. Answer payroll-related questions from facility managers, office personnel, and field employees. Respond to questions and direct employees to available resources for benefit plans, leave and disability information and employee assistance program.

Ensure new hire, change and termination paperwork is completed in a timely manner. May assist with interpretation, implementation and administration of HR related policies and procedures. May assist with administration and presentation of employee training.

Ability to create, formulate, and manage multiple tasks. Excellent data entry skills. Excellent verbal and written communication skills. Ability to handle any responsibility calmly while under pressure.

Salary Range: Depending upon experience (Full-time permanent position)

Application Instructions: Please log on to www.Lacostaservices.com and click on Apply to submit an online application or email your resume to rkaur@cms4.com

To Apply Online: www.lacostaservices.com or email resume to (rkaur@cms4.com)