



Salary \$50,000 to \$80,000

People Operations Specialist, Pay and Benefits

The People Operations Specialist plays a key role in the O’Shea employee experience by providing consistent, competent, and confidential handling of compensation, benefit and personnel information. The Specialist’s primary responsibilities include personnel records excellence, HR information systems, people analytics, as well as being a friendly first point of contact for everything pay and benefits-related.

The People Operations Specialist ensures that the company’s employee database and staff records are accurate and up to date, and that the organization is following all applicable labor laws. This person plays an essential role in all facets of the employee lifecycle, including hiring, performance management, as well as training and employee development.

The People Operations Specialist brings a compassionate, approachable demeanor, a service mindset, and an exacting attention to detail to support both the HR and Accounting functions.

What You’ll Do

Payroll

- Supports weekly payroll and time-keeping: Processes payroll, ensures timesheet approval, enters employee tax withholding information.
- Works closely with People Operations and Accounting on payroll-related issues.
- Processes wage withholding orders and garnishments.
- Review and audit master file and pay data entries, YTD totals, and file amendments.
- Prepare job descriptions and run compensation reports.

Benefits

- Update internal databases (PTO, administrative leave, wage/benefit adjustments, etc.).
- Maintain accurate total compensation records.
- Ensure accuracy with benefit deductions and record keeping for health and 401k programs.
- Unemployment claims administration, responding to claims filed.
- Oversee benefits enrollment for new hires, life changes, separations and open enrollment.
- Work effectively with external partners on matters relating to insurance and legal compliance.

Reports and Records

- Improve and grow people analytics capabilities and processes.
- Create regular reports on HR metrics.
- Organize and maintain personnel records; revise company policies.
- Contribute to the organization’s budgetary planning(s).

People Operations / Employee Experience

- Serve as a back-up at the front-desk to ensure a great experience for guests and employees.
- Prepare HR documents, like employment agreements and new hire guides.
- Support new hire set-up as well as employee separation.
- Coordinate employee birthday and anniversary acknowledgements (cards/stickers)
- Support People Operations special projects and employee programs.

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What we're looking for in you

- Strong organizational skills with meticulous attention to detail and process excellence.
- Critical thinker with strong ethical judgment and ability to maintain confidentiality.
- Exceptional in-person and written communication skills; serves as the main point of contact for employee pay and benefits questions.
- Ability to prioritize work and handle pressure in a fast-paced environment.
- Ability to work independently and be adaptable with a positive attitude.
- Working knowledge of labor laws.
- Consistent, competent, compassionate and accountable.

Qualifications

- Two years of experience in payroll and benefits administration as part of a human resources department.
- Experience with payroll processing, employee benefits enrollment, leave management, compliance and workplace wellness programs.
- Bachelor's degree in human resources, business administration, or related field preferred.
- Strong knowledge of FLSA, payroll tax codes and HR regulations.
- Computer literacy (MS Office applications, in particular), experience with HR software, like HRIS or HRMS, as well as ERP experience, preferred.
- Must be fluent in English.

What You'll Get

- **A Lively Culture:** A true team environment, the annual O'Shea Employee Celebration, the "O'Shea Outrageous Games," community involvement and more.
- **Wellness and Benefits:** Access to our well-equipped fitness center and on-site personal trainer, Medical, Dental & Vision Insurance, Short-term & Long-term disability, 401k and profit sharing.
- **Encouraging Environment:** Meaningful work where you'll grow and learn in a supportive atmosphere.
- **Salary & bonus eligibility:** Competitive wage. We attract the best and we pay them well.
- **Convenience:** This position is located in central Illinois and is ideal for anyone interested in exploring Springfield, Decatur or Champaign, and you'd be just a highway's drive from Chicago and St. Louis.

Interested? Send your resume to People Operations at careers@osheabuilders.com or visit our website at www.osheabuilders.com.

*****O'Shea Builders is an equal opportunity employer.**

Working Conditions

Physical effort (up to 50 pounds), keyboarding, sitting, walking, lifting, carrying, reaching, handling, hand/eye/foot coordination, repetitive motions, talking, hearing, seeing. Able to adjust vision to bring objects into focus. Sedentary work. Occasional lifting/carrying up to 50 pounds.

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