1. **Student Assistant (On-Site)**  
   Rutgers University (Newark, NJ)  
   [Apply Here](#)

2. **Learning Specialist (On-Site)**  
   Rutgers University (New Brunswick, NJ)  
   [Apply Here](#)

3. **Project Manager (On-Site)**  
   Rutgers University (Piscataway, NJ)  
   [Apply Here](#)

4. **Senior EOF Counselor (On-Site)**  
   Rutgers University (New Brunswick, NJ)  
   [Apply Here](#)

5. **HR & Recruiting Associate (On-Site)**  
   White Glove Delivery (Dayton, NJ)  
   [Apply Here](#)

6. **Director of People (On-Site)**  
   Iberia Foods LLC (Monroe Township, NJ)  
   [Apply Here](#)

7. **Benefits Administrator (Hybrid)**  
   Sunrise Systems (Newark, NJ)  
   [Apply Here](#)

8. **Sr. HRIS Analyst (On-Site)**  
   ConnectiveRX (Hanover, NJ)  
   [Apply Here](#)

9. **Senior HR Payroll Canada Tax & Mobile Analyst (On-Site)**  
   Bayer (Creve Coeur, Missouri)  
   [Apply Here](#)

10. **Benefits Administrator (On-Site)**  
    Fast Tek Global (Newark, NJ)  
    [Apply Here](#)
1. **Student Assistant (On-Site)**

Recruitment/Posting Title: Student Assistant

Job Category: Staff & Executive - Student Affairs and Services

Department: SHP-Rehab & Movement

**Overview**

New Jersey’s academic health center, Rutgers Biomedical and Health Sciences (RBHS), takes an integrated approach to educating students, providing clinical care, and conducting research, all with the goal of improving human health. Aligned with Rutgers University–New Brunswick and collaborating university-wide, RBHS includes eight schools, a behavioral health network, and five centers and institutes that focus on cancer treatment and research, neuroscience, advanced biotechnology and medicine, environmental and occupational health, and health care policy and aging research.

Our faculty are teachers, clinicians, and scientists with unparalleled experience who advance medical innovation and provide patient care informed by the latest research findings. We offer an outstanding education in medicine, dentistry, pharmacy, public health, nursing, biomedical research, and the full spectrum of allied health careers.

Our clinical and academic facilities are located throughout the state—at Rutgers University–New Brunswick, including Piscataway; and at locations in Newark, Scotch Plains, Somerset, Stratford, and other locations. Clinical partners include Robert Wood Johnson University Hospital in New Brunswick, Newark’s University Hospital in Newark, and other affiliates.

Through this community of healers, scientists, and scholars, Rutgers is equipped as never before to transform lives.

Rutgers RBHS is an anchor institution that boasts locations in Newark, New Jersey, a city of promise.

**Posting Summary**
Rutgers, The State University of New Jersey, is seeking a Student Assistant for the department of Rehabilitation and Movement Science within the School of Health Professions. The Student Assistant will provide clerical support and serve as a rehabilitation aide during the 2023 summer IPP Head Injury Clinic. They will be assisting with organizing and maintaining the organization of equipment and materials needed for the clinic.

Among the key duties of this position are the following:

- Distribute and collect outstanding paperwork (e.g., media release form).
- Create a filing system.
- Take photos for social media/marketing initiatives.
- Take field notes.

Position Status: Part Time

Hours Per Week:

Daily Work Shift:

Work Arrangement:

FLSA: Nonexempt

Grade: 99H

Position Salary:

Annual Minimum Salary:

Annual Mid Range Salary:

Annual Maximum Salary:

Standard Hours: 35.00

Union Description: Non-Union

Payroll Designation: PeopleSoft

Benefits:
Rutgers offers a comprehensive benefit program to eligible employees. For details, please go to http://uhr.rutgers.edu/benefits/benefits-overview.

Rutgers also offers a benefit program to eligible full-time postdoctoral fellow students. For details, please go to https://finance.rutgers.edu/healthcare-risk/insurance/postdoctoral-health-insurance.

Seniority Unit:

Terms of Appointment: Temporary Staff Appointment - Hourly

Position Pension Eligibility:

Qualifications

Minimum Education and Experience:

Must be a current Rutgers student who has successfully completed at least 2 semesters of coursework within the OTD program, have an exemplary GPA (3.7 or above).

Certifications/Licenses:

Required Knowledge, Skills, and Abilities:

Preferred Qualifications:

Equipment Utilized:

Physical Demands and Work Environment:

Working with multiple students and patients in a busy environment and multitasking while being empathetic and flexible.

Special Conditions: (3 positions)

Posting Details

Posting Number: 23ST0959

Posting Open Date:
Special Instructions to Applicants:

Regional Campus: Rutgers Biomedical and Health Sciences (RBHS)

Home Location Campus: Newark (RBHS)

City: Newark

State: NJ

2. **Learning Specialist (On-Site)**
Rutgers University

Position Details

Position Information

Recruitment/Posting Title: Learning Specialist

Job Category: Staff & Executive - Student Affairs and Services

Department: Office Svcs Students with Disability

Overview

Rutgers, The State University of New Jersey, is a leading national research university and the State of New Jersey’s preeminent, comprehensive public institution of higher education. As one of the largest employers in the State of New Jersey, Rutgers University is committed not only to the students and the State that we serve, but also to the faculty and staff who work on our campuses.

For two consecutive years, Rutgers is ranked on Forbes’ list of America’s Best Large Employers. Rutgers holds #64 of 500 employers and is the #1 New Jersey employer on the publication’s 2023 list. Rutgers’ commitment to its employees includes maintaining and fostering a safe, diverse, and respectful workplace environment, creating employment opportunities for our nation’s military
veterans, and ensuring accessibility and accommodation for individuals with disabilities.

Posting Summary

Rutgers, The State University of New Jersey, is seeking a Learning Specialist for the Office of Disability Services. This position is responsible for ensuring the delivery of reasonable accommodations to all eligible students at the New Brunswick campus at Rutgers in accordance with Section 504 of the Rehabilitation Act of 1973, Section 508 of the Rehabilitation Act of 1998, the Americans with Disabilities Act of 1990, and the Americans with Disabilities Act Amendments of 2008.

Among the key duties of this position are the following:

- Plans, organizes, and provides reasonable accommodations that include academic adjustments, auxiliary aids, and services to students with physical, psychological, learning, health-related, and neurological disabilities (e.g., mobility disabilities, Attention Deficit Hyperactivity Disorder, learning disabilities, hearing and visual disabilities, traumatic brain injuries, etc).
- Conducts intake interviews with students.
- Keeps accurate, comprehensive, and up-to-date notes/records related to students.
- Reviews documentation and evaluative reports.
- Prepares letters of accommodation.
- Evaluates eligibility for services.
- Conducts follow-up meetings with students.
- Organizes reasonable accommodations, services, and auxiliary aids for students.
- Makes referrals to appropriate community and University services or agencies.
- Consults with faculty and staff regarding the implementation of reasonable accommodations and services.
- Develops and presents disability awareness programs for the University community.
- Collaborates with other offices and outside agencies.

Position Status: Full Time

Hours Per Week:
Daily Work Shift: Day

Work Arrangement:

Consistent with the current application of Rutgers Policy 60.3.22, this position may be eligible for a hybrid work arrangement.

The flexible work arrangements outlined in Rutgers Policy 60.3.22 are part of a pilot program that is effective September 1, 2022, through August 31, 2023. Therefore, there is no guarantee that this flexible work arrangement will continue beyond that date. Flexible work arrangements are not permanent, are subject to change or cancellation, and contingent on the employee receiving approval in the FlexWork@RU Application System. Additional information may be found at https://futureofwork.rutgers.edu.

FLSA: Exempt

Grade: 05

Position Salary:

Annual Minimum Salary: $58,867.00
Annual Mid Range Salary: $73,298.00
Annual Maximum Salary: $87,729.00
Standard Hours: 37.50

Union Description: URA-AFT Administrative

Payroll Designation: PeopleSoft

Benefits:

Rutgers offers a comprehensive benefit program to eligible employees. For details, please go to http://uhr.rutgers.edu/benefits/benefits-overview.

Rutgers also offers a benefit program to eligible full-time postdoctoral fellow students. For details, please go to https://finance.rutgers.edu/healthcare-risk/insurance/postdoctoral-health-insurance.
Seniority Unit:

Terms of Appointment: Staff - 12 month

Position Pension Eligibility: ABP

Qualifications

Minimum Education and Experience:

Bachelor’s degree in higher education, counseling, social work, rehabilitation counseling, or a related field.
Two years of work-related experience.

Certifications/Licenses:

Required Knowledge, Skills, and Abilities:

Knowledge and expertise in the field of disability services administration.
Knowledge and familiarity with various assistive and adaptive technologies the students with disabilities use daily within and outside of the classroom environments.
Ability to analyze, monitor, and implement legislation, regulations, and policies regarding federal and state laws pertaining to individuals with disabilities in higher education.
Experience working with students with various disabilities in a higher education disability services office.
Ability to handle confidential disability-related documentation and records according to federal and state laws.
Excellent written and verbal communication skills.
Must be comfortable using multiple modalities (such as phone, Zoom, etc.) for meetings.
Must be comfortable working with multiple constituencies in a complex and diverse organizational environment.
Knowledge and familiarity with various assistive and adaptive technologies.
Strong background in student development and advising.
Strong computer skills and effective use of various software and hardware programs used in a multi-function disability office including but not limited to database systems, email, social networking, MS Word, Excel, and PowerPoint.

Preferred Qualifications:
Master’s degree in higher education, counseling, social work, rehabilitation counseling, or a related field.

Equipment Utilized:

Online courses, blended learning, and other non-traditional classroom technologies that students with disabilities are using more frequently, and a good general knowledge of the technologies used within these environments is essential for reasonable accommodations to be provided to students with disabilities.

There is constant development of equipment, IT, and software in regards to students with disabilities, so this list could never be comprehensive.

Common hardware/software used by students with disabilities include: various text reading programs such as Kurzweil; screen reading programs such as JAWS, Voiceover for Macs, and NVDA; Live Scribe pens which are electronic note-taking systems; assistive and adaptive listening devices such as various FM systems; and speech-to-text software and hardware programs such as Dragon Naturally-Speaking.

Physical Demands and Work Environment:

Special Conditions:

Posting Details

Posting Number: 23ST1473

Posting Open Date: 06/01/2023

Special Instructions to Applicants:

Regional Campus: Rutgers University-New Brunswick

Home Location Campus: Livingston (RU-New Brunswick)

City: Piscataway State: NJ

3. Project Manager (On-Site)
Rutgers University
Position Details

Recruitment/Posting Title: Project Manager

Job Category: Staff & Executive - Project/Program Management/Planning

Department: SHP-Psych Rehab & Counsel Pro

Overview

Rutgers Biomedical and Health Sciences (RBHS), New Jersey's academic health center, takes an integrated approach to education, clinical care, and research to improve human health. RBHS, aligned with Rutgers University-New Brunswick, includes eight schools, a behavioral health network, and several centers and institutes focused on various areas such as cancer treatment, neuroscience, biotechnology, and health policy. With experienced faculty who are teachers, clinicians, and scientists, RBHS offers outstanding education and healthcare services. Its facilities are located throughout the state, including Rutgers University-New Brunswick and other locations in Newark, Scotch Plains, Somerset, Stratford, and more. Through its community of healers, scientists, and scholars, Rutgers RBHS aims to transform lives and make a positive impact.

Posting Summary

Rutgers, The State University of New Jersey, is seeking a Project Manager for the Department of Psychiatric Rehabilitation and Counseling Professions within the School of Health Professions. Reporting to the Department Vice Chairperson, the Project Manager will develop and implement a state-wide performance improvement project focused on the objectives of the New Jersey Psychiatric Crisis Response System. The Project Manager, in collaboration with the Director, will define project scope and objectives, oversee project implementation, supervise the team's activities, and provide subject matter expertise to address identified needs within the NJ psychiatric crisis response system. This position is funded through a contract and requires an understanding of NJ's psychiatric crisis system, County System Review Committees, and related systems. The Project Manager will utilize evidence-based approaches in conducting their activities.
Key Duties:

Define project scope and objectives based on the contract's deliverables.
Predict resources and technology needed to achieve objectives and manage resources efficiently.
Ensure adherence to the budget based on the scope of work and resource requirements.
Develop and manage a detailed project schedule and work plan, using reminders and progress updates.
Provide consistent project updates to stakeholders (NJDMHAS, Department Chair, Director, team members) regarding strategy, adjustments, and progress.
Manage contracts with vendors and suppliers, assigning tasks and communicating expected deliverables to staff and funders.

Position Status: Part Time

Hours Per Week: 0.80 FTE

FLSA: Exempt

Grade: 28S

Position Salary:

Annual Minimum Salary: $82,991.00
Annual Mid Range Salary: $104,984.00
Annual Maximum Salary: $126,977.00
Standard Hours: 37.50

Union Description: Non-Union

Benefits:

Rutgers offers a comprehensive benefit program to eligible employees. For details, please visit http://uhr.rutgers.edu/benefits/benefits-overview. Additionally, Rutgers provides a benefit program to eligible full-time postdoctoral fellow students. For more information, please visit https://finance.rutgers.edu/healthcare-risk/insurance/postdoctoral-health-insurance.
Seniority Unit:

Terms of Appointment: Staff - 12 month

Position Pension Eligibility: ABP

Qualifications

Minimum Education and Experience:

Bachelor's degree with 5 to 7 years of relevant experience. At least 5 years of progressively increasing responsibility in behavioral sciences or a related discipline, coordinating performance improvement, adult-directed training, educational programs, and/or consulting with behavioral health settings. Equivalent experience, education, and/or training may be substituted for the education requirements.

Certifications/Licenses:

Required Knowledge, Skills, and Abilities:

Strong written and verbal communication skills. Strong administrative and organizational skills. Knowledge of psychiatric crisis services and County System Review Committees in NJ.

Preferred Qualifications:

Master's Degree in Social Work, Counseling, Psychology, or a related field with a strong focus on behavioral health.

Equipment Utilized:

Not specified.

Physical Demands and Work Environment:

Not specified.

Special Conditions:

Not specified.
Posting Details

Posting Number: 23ST1521

Posting Open Date: Not specified.

Special Instructions to Applicants:

Not specified.

Regional Campus: Rutgers Biomedical and Health Sciences (RBHS)

Home Location Campus: Piscataway (RBHS)

City: Piscataway

State: NJ

4. Senior EOF Counselor (On-Site)
   Rutgers University

Position Details

Position Information

Recruitment/Posting Title: Senior EOF Counselor

Job Category: Staff & Executive - Administrative & Support

Department: SEBS - EOF

Overview

The School of Environmental and Biological Sciences, located on the George H. Cook Campus, is one of the largest schools at Rutgers University in New Brunswick, New Jersey. The school focuses on research, teaching, and outreach in areas of study that cover the biological spectrum from molecules to
ecosystems. They offer a variety of undergraduate majors, including plant and animal sciences, microbiology, biotechnology, agriculture and food systems, landscape architecture, food and nutritional sciences, ecology and evolution, marine science and oceanography, environmental sciences and meteorology, human ecology, entomology, and environmental economics. Students have opportunities for experiential learning both on and off-campus, including study abroad programs and research opportunities through the New Jersey Agricultural Experiment Station.

Posting Summary

Rutgers, The State University of New Jersey, is seeking a Senior EOF Counselor for the School of Environmental and Biological Sciences. The Senior EOF Counselor reports to the EOF Manager/Assistant Director and is responsible for ensuring the academic achievement and graduation success of assigned caseloads of SEBS EOF undergraduate students.

Key duties include:

Assisting students in their transition to college life and providing orientation to the campus culture.
Making student referrals to appropriate university offices and external agencies.
Advocating for the EOF program and students.
Developing programs to enhance student retention in STEM majors.
Providing academic, personal, emotional, financial, and career advisement, as well as conducting student success workshops/seminars.
Monitoring students' emotional concerns, employing counseling strategies to promote academic achievement and reduce attrition.
Documenting services provided to students.
Assisting program administration with outreach to departments and agencies for addressing emotional well-being.
Collaborating with university and external agencies to promote financial aid awareness, emotional well-being, and student retention.
Developing intervention strategies for college success and working as part of the Rutgers, SEBS, and EOF administrative team.
Supporting first-year and transfer student courses as a classroom facilitator/instructor, leading seminar topics, and participating in the recruitment team.
Navigating financial aid systems to provide accurate advising to SEBS EOF students.
Supporting the Academic and Resident Life components of the Summer Institute Program and supervising residence life summer staff.
Coordinating the Residence Life component and contributing to summer academic planning and execution of goals.
Establishing and maintaining appropriate networks and strategies, inside and outside the university, related to alumni.

Position Status: Full Time

Hours Per Week: Not specified.

Daily Work Shift: Day

Work Arrangement:

Consistent with the current application of Rutgers Policy 60.3.22, this position may be eligible for a hybrid work arrangement.

The flexible work arrangements outlined in Rutgers Policy 60.3.22 are part of a pilot program that is effective from September 1, 2022, through August 31, 2023. The continuation of this flexible work arrangement beyond that date is not guaranteed. Flexible work arrangements are subject to change or cancellation and require approval in the FlexWork@RU Application System. Additional information can be found at https://futureofwork.rutgers.edu.

FLSA: Exempt

Grade: 05

Position Salary:

Annual Minimum Salary: $64,252.00
Annual Mid Range Salary: $80,316.00
Annual Maximum Salary: $96,379.00
Standard Hours: 37.50

Union Description: EOF Counselors

Benefits:
Rutgers offers a comprehensive benefit program to eligible employees. For details, please go to http://uhr.rutgers.edu/benefits/benefits-overview.

Rutgers also offers a benefit program to eligible full-time postdoctoral fellow students. For details, please go to https://finance.rutgers.edu/healthcare-risk/insurance/postdoctoral-health-insurance.

Seniority Unit: Not specified.

Terms of Appointment: Staff - 12 month

Position Pension Eligibility: ABP

Qualifications

Minimum Education and Experience:

Master's Degree in a STEM field related to SEBS majors, Higher Education Administration, or Student/Academic Affairs, or related student development experiences in a college setting with underrepresented college students. Experience with college admissions, financial aid systems, college recruitment, and outreach, working with students from economically and educationally disadvantaged backgrounds. Experience in student affairs working with students enrolled in STEM majors.

Certifications/Licenses: Not specified.

Required Knowledge, Skills, and Abilities:

Strong listening, written, and verbal skills with the ability to work on group projects and team-oriented tasks.

Preferred Qualifications:

Bilingual in Spanish (speak, read, write). Extensive experience with web-based applications, telework software, and MS Office applications (Excel, PowerPoint, Word). Familiarity with Zoom, WebEx, Canvas, Infographics, and social media platforms (Instagram, Facebook, Twitter).

Physical Demands and Work Environment: Not specified.
Special Conditions: Must be able to work in a dynamic environment that requires evening and weekend hours, particularly during the months of July and August.

Posting Details

Posting Number: 23ST1245

Posting Open Date: 05/04/2023

Special Instructions to Applicants: Not specified.

Regional Campus: Rutgers University-New Brunswick

Home Location Campus: Cook (RU-New Brunswick)

City: New Brunswick

State: NJ

5. HR & Recruiting Associate (On-Site)
White Glove Delivery

We are looking to hire an experienced HR & Recruiting associate to manage and maintain our human resources records. In this role, you will be responsible for obtaining and recording HR information, managing the HR database, and assisting company employees with enrollment procedures and HR-related issues.

To ensure success as an HR associate, you should have excellent communication skills, good interpersonal skills, and a good understanding of employment law. Ultimately, a top-notch HR associate is well organized, efficient, and approachable.

HR Associate Responsibilities:

Sourcing and communicating with potential job candidates.
Scheduling Interviews
Contacting candidate references and verifying education listings.
Managing HR records including driver qualification files, résumés, applicant logs, and employee forms.
Issuing employment contracts and verifying completion.
Issuing new employees with enrollment documents.
Conducting employee orientations.
Explaining employee benefits.
Responding to HR-related queries within the company.
Maintaining employee confidentiality.
Assisting with the distribution of training material.

HR Associate Requirements:

Bachelor’s degree in human resources, business, or related field.
Previous experience working in human resources.
Knowledge of database software, email systems, and office software.
Excellent communication and interpersonal skills.
Friendly and professional demeanor.
Good organizational skills.
Advanced knowledge of employment law.
Empathy and an approachable demeanor.
Attentiveness and honesty.

Job Type: Full-time

Pay: $18.00 - $20.00 per hour

Benefits:

Health insurance
Paid time off
Schedule:

8 hour shift

Education:

High school or equivalent (Preferred)

Experience:
Director of People (On-Site)
Iberia Foods LLC

As a Director of People for our Company, you will play a critical role in establishing and implementing HR processes and systems across our organization. With multiple distribution locations and a beverage bottling plant, you will be responsible for streamlining recruitment, onboarding, and employee engagement and experience. We are looking for a dynamic, creative and scrappy individual with experience in implementing HR and Talent Acquisition (TA) systems to support our growing needs across 9 locations. Looking for someone to build out the department through "thinking outside the box" and maintaining our entrepreneurial spirit!

Key Responsibilities:

HR Process Implementation:

Design and implement end-to-end HR processes, including recruitment, onboarding, performance management, employee engagement, and offboarding.

Develop and document standardized HR policies and procedures in compliance with legal and regulatory requirements.

Keep up to date organizational charts and strategic planning for needed roles.

Continuously evaluate and improve HR processes to enhance efficiency and effectiveness.

Applicant Tracking System (ATS) Implementation:

Lead the implementation and customization of an ATS to streamline the recruitment and selection process.

Collaborate with IT and external vendors to configure the system, define workflows, and ensure data integrity.

Provide training and support to hiring managers on using the ATS effectively.

Recruitment and Talent Acquisition:

Develop and execute recruitment strategies to attract and retain top talent across all distribution locations and the bottling plant. Specific focus on recruiting creatively!
Collaborate with hiring managers to define job requirements, create job descriptions, and implement effective sourcing strategies.
Leverage the ATS and other recruitment tools to streamline the candidate screening, selection, and interview processes.
Build and maintain relationships with external recruitment agencies and job boards.

Onboarding and Employee Experience:

Design and implement an onboarding program to ensure smooth transitions for new hires and facilitate their integration into the organization.
Develop and deliver orientation sessions to introduce new employees to company culture, policies, and expectations.
Continuously assess and enhance the employee experience by identifying opportunities for improvement and implementing initiatives to drive engagement and retention.

HR Systems and Reporting:

Manage and maintain HR systems and databases, ensuring data accuracy and confidentiality.
Generate HR reports and metrics to provide insights on key HR indicators, such as recruitment effectiveness, employee turnover, and engagement.
Analyze HR data to identify trends and make data-driven recommendations to support strategic decision-making.

Qualifications and Skills:

Bachelor’s degree in human resources, business administration, or a related field.
Proven experience in implementing HR processes and systems, including ATS implementation.
Knowledge of recruitment and talent acquisition best practices.
Familiarity with HR laws and regulations.
Strong project management skills with the ability to lead and execute initiatives independently.
Excellent communication and interpersonal skills.
Detail-oriented with a focus on accuracy and data integrity.
Proficient in HR software and systems.
Scrappy and adaptable, with the ability to thrive in a fast-paced, dynamic environment.
Experience in CPG industry required.
Experience recruiting for blue collar and white collar roles.
Job Type: Full-time

Pay: From $100,000.00 per year

Benefits:

Dental insurance
Health insurance
Paid time off
Schedule:

Monday to Friday
Ability to commute/relocate:

Monroe Township, NJ 08831: Reliably commute or planning to relocate before starting work (Required)

Experience:

Human resources: 5 years (Required)
Talent acquisition: 5 years (Required)
CPG industry: 5 years (Required)

Work Location: In person

7. Benefits Administrator (Hybrid)
Sunrise Systems

Job Title: Benefits Administrator
Location: Newark, NJ 07102 (HYBRID)
Duration: 6 months
Position Type: Hourly contract Position (W2 only)

NOTE: Company policy requires newly hired employees to be fully vaccinated for COVID-19 as of their start date. Company is an equal opportunity employer and will provide reasonable accommodation to the unvaccinated in accordance with federal, state, and local law.

Job Description:
Assists in the administration of multi-organizations benefits. Work with other Benefits Department members administering the benefit, wellbeing and employee engagement programs. Ensure that all requests from employee services and benefit services are handled in a timely manner.

Qualifications

Personable, energetic, self-motivated
Experience with Workday HRIS a plus
Previous HR internship or experience a plus
Knowledge of benefit language
Excellent computer skills – must be proficient with Word, Excel, Outlook and Internet savvy
Strong Excel skills is a plus ie Vlookup, Pivot Tables, Concatenate, maneuvering quickly and efficiently and accurately through large amounts of data.
Ability to explain various health plans to Employee Partners
Maintain accurate records/files
Consistent and punctual attendance is a job requirement

Job Description

Responsibilities include using HRIS, FreshDesk Ticketing system, vendor proprietary system and carrier sites to maintain employee benefit data, case management, organization demographic, data review and updates such as employee personal and employment information, permissions and statuses.
Research and respond to employee and internal partner inquiries
Service as liaison between HR and third party administrators for various benefit programs
Process monthly employee benefit billing duties as assigned
Sending weekly benefit enrollment reminders via email
Respond to benefits related inquiries via the telephone and email
Provide second tier support for all benefit inquiries through Freshdesk ticketing
Information gathering, validating and matching
Conduct monthly and quarterly audits for benefit plans by using HRIS reporting and various carrier systems
Maintain and provide monthly reports for billing reconciliation and payment processing.
Support review of eligibility file errors, and escalating appropriately and timely.
Fill out forms requests including but not limited to Court Orders, Medicare CMS Form, Life Insurance Claims, Waiver of Premium, etc.
Work with Benefits Analyst on escalated tickets and follow through to completion.
Use Microsoft Excel to create spreadsheets and Microsoft Word to create benefits related correspondence (as needed)
Assist with benefits projects (when necessary)
Other duties as assigned.
Please feel free to contact me on 732-272-0361

IND_ADNIT

Job Type: Contract

Salary: $23.00 - $25.00 per hour

Schedule:

8 hour shift
Monday to Friday

Ability to commute/relocate:

Newark, NJ 07102: Reliably commute or planning to relocate before starting work (Required)

Experience:

Benefits administration: 2 years (Required)
Work Location: One location

8. Sr. HRIS Analyst (On-Site)
ConnectiveRX

ConnectiveRx is a leading, technology-enabled healthcare services company. We work strategically with hundreds of biopharmaceutical manufacturers to help commercialize and maximize the benefits of specialty and branded medications. Our mission is to simplify how patients get on and stay on therapy. We fulfill our mission by providing our customers with innovative services such as patient and provider messaging, the design and operation of copay, vouchers and patient affordability programs, and hub services, all of which accelerate speed-to-therapy
and help improve outcomes for manufacturers, healthcare providers and patients.

ConnectiveRx was formed in 2015 by bringing together the industry-leading business of PSKW, PDR/LDM, Careform (2017) and The Macaluso Group (2018) to advance our technology-driven expertise in providing state-of-the-art commercialization solutions. To learn more about our company, visit ConnectiveRx.com

Job Description

The Sr HRIS Analyst will be the lead HRIS analyst reporting to the Director of Benefits and HRIS. The incumbent will lead the day-to-day HRIS activities of Analyst, Compensation & HRIS related to data management, org structure, reporting, or other needs. They will act as the system administrator for the Ceridian Dayforce HR Information system. They will be able to optimize the Ceridian Dayforce core system and talent management modules that include recruitment/onboarding, performance management, learning, benefits, and compensation. The incumbent partners with the Director, Benefits & HRIS, to provide overall management of system upgrades and related technical projects.

They lead system administration and are responsible for maintaining the integrity and reliability of the integrated HR system. The incumbent will serve as a technical point of contact for internal and external stakeholders and assists subject matter experts with ensuring data integrity, testing system changes, creating standard operating procedures (SOPs), report writing, and analyzing data flows for process improvement opportunities. In addition, the Sr. HRIS Analyst provides analytical support in the development and administration of benefits within the benefits module and supports the compensation team with system needs to be related to the annual compensation process, compensation enhancements, or processing changes.

What you will do:
Serves as a lead system administrator and power user of the HRIS. Performs ongoing system maintenance (ex., testing, system releases, data feeds, troubleshooting). Constructs back-end settings in Ceridian Dayforce to achieve desired outcomes and requirements changes. Responsible for oversight of end-user set-up, maintenance, and audits of role-based security. Maintains data integrity related to org structure, change requests, and data imports. Responsible for delivering operational and technical support with
day-to-day resolution and management of data within the Ceridian Dayforce human resource system. Routinely works with internal HR Stakeholders to monitor and audit configuration and process changes within the system through regular data audits and trend analysis. Supports and trains end-users on all components of Dayforce.

Manages projects related to system implementations that integrate with Ceridian or other HRIS, system upgrades, and additional functionality. Ensures the complex inter-dependencies between internal and external systems (carrier feeds, imports, exports such as flat file or API) are maintained to include but not limited to Benefits third-party vendors, 401K, and others. Handles other special projects related to HRIS, as needed.

Develops standard and custom reports and analytics. Develops queries and runs reports for standard and customized ad hoc reports related to the HRIS modules that include the organizational structure, employee data, recruitment, learning, performance management, and compensation. Analyzes data to report on key findings, trends, and recommendations to relieve ant organizational needs and business operations. Participates in testing efforts to ensure systems are working as integrated and designed.

What we need from you:
- Bachelor's degree in a related field or relevant equivalent experience.
- 5+ years in an HR SAAS environment or on-premise systems with transferrable skills.
- Knowledge of one or more HR SAAS (software as a service). Ceridian Dayforce knowledge is a plus.
- Advanced knowledge of Excel and HRIS reporting is required. Strong analytical and organizational skills. Demonstrated skills in queries and report writing.
- Ability to manage multiple priorities, self-starter, creative thinker, organized, and producing high-quality work. Demonstrated ability to collaborate in a matrix environment and can be both an influential individual contributor and team member; demonstrates accountability to maintain commitments and is transparent in own actions to achieve results; is innovative with the focus on streamlining and simplifying processes and workflow to achieve timely deliverables.

Travel Required?
None

Why work with us?
- Excellent company culture, fun events, and volunteer opportunities
- Competitive benefits (medical, dental, vision & more)
- 401k package with dollar-for-dollar match-up
Generous PTO and paid holidays days offered
Opportunities to grow professionally and personally
Team-oriented atmosphere
#LI-CW1

Equal Opportunity Employer: This employer (hereafter the Company) is an equal opportunity employer and does not discriminate in recruitment, hiring, training, promotion, or other employment policies on the basis of age, race, sex, color, religion, national origin, disability, veteran status, genetic information, or any other basis that is prohibited by federal, state, or local law. No question in this application is intended to secure information to be used for such discrimination. In addition, the Company makes reasonable accommodation to the needs of disabled applicants and employees, so long as this does not create an undue hardship on the Company or threaten the health or safety of others at work. This application will be given every consideration, but its receipt does not imply that the applicant will be employed.

9. Senior HR Payroll Canada Tax & Mobile Analyst (On-Site)
Bayer

Senior HR Payroll Canada Tax & Mobility Analyst

YOUR TASKS AND RESPONSIBILITIES

The primary responsibilities of this role, Senior HR Payroll Canada Tax & Mobility Analyst, are to:
Canada and US Mobility Tax Ownership;
Partner with US Mobility Analyst and third-party vendor on assignee tax activities;
Partner with US Mobility Analyst and third-party vendor on W2 and W2Cs;
Support third party vendor with the monthly Mobility activities;
Responsible for timely analysis of Canada’s monthly, quarterly, and year-end payroll tax returns and payment funding to ensure timely remittance and reduce tax compliance exposures;
Responsible for dealing with Canada Revenue Agency (CRA), Ministere du Revenu du Quebec (MRQ), Provinces, Employer Health Tax (EHT) and Workers Comp/Commission des norms, de de l'équité, de la santé et de la sécurité au travail (WC/CNESST) offices;
Responsible for filing Quarterly Federal Returns and year-end Canada tax filings;
Provide tax analysis and guidance on Canadian divestiture, reorganization, and acquisition activities;
Responsible for the Canada year-end T4/RL1 tax reconciliation, testing and filing processes;
Responsible for year-end plan including determining deadlines for business partners, year-end data cleanup and year-end entries;
Help support the US Quarterly and year-end Federal, State and Local tax filings.

WHO YOU ARE

Your success will be driven by your demonstration of our life values, more specifically related to this position, Bayer seeks an incumbent who possesses the following:

Required qualifications:

Bachelor’s degree.

Preferred Qualifications:
4+ years Tax, HR/Payroll and/or accounting experience preferred.

#LI-US

YOUR APPLICATION

Bayer offers a wide variety of competitive compensation and benefits programs. If you meet the requirements of this unique opportunity, and want to impact our mission Science for a better life, we encourage you to apply now. Be part of something bigger. Be you. Be Bayer.

To all recruitment agencies: Bayer does not accept unsolicited third party resumes.

Bayer is an Equal Opportunity Employer/Disabled/Veterans

Bayer is committed to providing access and reasonable accommodations in its application process for individuals with disabilities and encourages applicants with disabilities to request any needed accommodation(s) using the contact information below.

10. Benefits Administrator (On-Site)
   Fast Tek Global

Benefits Administrator #958583

Job Description:

- Assists in the administration of multi-organizations benefits.
- Work with other Benefits Department members administering the benefit, wellbeing and employee engagement programs.
● Ensure that all requests from employee services and benefit services are handled in a timely manner.

Qualifications:

● Personable, energetic, self-motivated
● Experience with Workday HRIS a plus
● Previous HR internship or experience a plus
● Knowledge of benefit language
● Excellent computer skills – must be proficient with Word, Excel, Outlook and Internet savvy
● Strong Excel skills is a plus ie Vlookup, Pivot Tables, Concatenate, maneuvering quickly and efficiently and accurately through large amounts of data.
● Ability to explain various health plans to Employee Partners
● Maintain accurate records/files
● Consistent and punctual attendance is a job requirement

Responsibilities:

● It include using HRIS, FreshDesk Ticketing system, vendor proprietary system and carrier sites to maintain employee benefit data, case management, organization demographic, data review and updates such as employee personal and employment information, permissions and statuses.
● Research and respond to employee and internal partner inquiries
● Service as liaison between HR and third party administrators for various benefit programs
● Process monthly employee benefit billing duties as assigned
● Sending weekly benefit enrollment reminders via email
● Respond to benefits related inquiries via the telephone and email
● Provide second tier support for all benefit inquiries through Freshdesk ticketing
● Information gathering, validating and matching
● Conduct monthly and quarterly audits for benefit plans by using HRIS reporting and various carrier systems
● Maintain and provide monthly reports for billing reconciliation and payment processing.
● Support review of eligibility file errors, and escalating appropriately and timely.
● Fill out forms’ requests including but not limited to Court Orders, Medicare CMS Form, Life Insurance Claims, Waiver of Premium, etc.
● Work with Benefits Analyst on escalated tickets and follow through to completion.
Use Microsoft Excel to create spreadsheets and Microsoft Word to create benefits related correspondence (as needed)

Assist with benefits projects (when necessary)

Other duties as assigned.

Job Types: Full-time, Contract

Pay: $50,000.00 - $54,000.00 per year

Benefits:

401(k)
Dental insurance
Life insurance
Referral program
Vision insurance

Schedule:

8 hour shift

Ability to commute/relocate:

Newark, NJ 07102: Reliably commute or planning to relocate before starting work (Required)

Experience:

Benefits administration: 1 year (Preferred)
Ticketing System: 1 year (Preferred)
HRIS: 1 year (Preferred)

Work Location: Hybrid remote in Newark, NJ 07102