



M McNALLY INDUSTRIES

COME JOIN OUR TEAM!
Human Resources/Payroll Administrator

McNally Industries LLC in Grantsburg, WI, is looking for a Human Resources/Payroll Administrator.

This position is responsible for recruiting new employees, maintaining employee records, managing benefit programs and payroll.

WORK PERFORMED:

- Recruiting and interviewing process of new hires.
- Maintaining legal compliance for both payroll and benefits.
- Managing relationship with outside payroll provider.
- Running weekly and biweekly payrolls.
- Managing the employee benefit programs.
- Conducting annual audits of payroll, benefits and 401(k).
- Preparing monthly and quarterly labor reports with reconciliation.

QUALIFICATIONS:

- Bachelor's degree in human resources is preferred with 3 to 5 years of human resources and payroll experience.
- Ability to communicate with employees at all levels both orally and written.
- Exceptional computer skills and high attention to detail.
- General accounting knowledge.
- Advanced skills in MS Office software.
- Ability to work effectively with diverse groups.

McNally Industries offers competitive wages, a full benefit package, including life, disability, dental, accident and health insurance, 9-paid holidays, vacation/ PTO after 90 days, as well as a 401(k) employer's match up to 4%. Salary position 9/80 work schedule, every other Friday off.

**Send your resume to: HR, McNally Industries, LLC,
340 W. Benson Ave., Grantsburg, WI 54840 or
email hr@mcnally-industries.com. EOE**

See our website www.mcnally-industries.com to learn more about our company.