**Payroll Specialist/HR Assistant**

**Road Machinery & Supplies Co.** is searching for a **Payroll Specialist/HR Assistant** to join its team at its **Savage, MN** location. In this role, you will report to our Human Resources Manager and will be one of the primary owners of our Human Resources Information System which includes integration of Benefit Carrier Platforms, and preparation of payroll related accounting activities are major functions of this role. In this position, a strong attention to detail, a high level of confidentially, and diligence are critical, making it essential to work in the office setting.

**As a member of the team, you will enjoy:**

* **Work Culture** – RMS is family-owned and treats their team members right. RMS values long term relationships with our customers, vendors and each other.
* **Career Opportunities –** Experience a careerwith the support and encouragement to develop yourself and others.
* **Competitive Compensation** **Packages** **-** Based on experience and other factors.
* **Full Benefits Package** – Including medical, dental, life, 401(k), and vacation.
* **Stability and Reputation** – RMS has been in business for 95 years and continues to grow.

**Responsibilities:**

* Successful processing of bi-weekly payroll and reconciliation of employee benefits and paid time off balances.
* Act as a resource for employee education and timely responses to inquiries regarding company policies, practices or benefits programs.
* Provide day-to-day support to Human Resources Manager.
* Participate and collaborate with Human Resources Manager and upper management in the

development and implementation of Human Resource initiatives.

* Maintain strict confidentiality of sensitive information.
* Assist with Onboarding and Offboarding of employees.
* Other duties as assigned.

**Qualifications/Skills:**

* Human Resources degree or 2-year Accounting degree or equivalent experience.
* 2-3 years’ experience in Human Resources and Employee Relations role.
* 2-3 years’ experience in Payroll processing for 350 + employees with an outside vendor, preferably ADP.
* Experience working with labor union agreements is a plus.
* Experience with Human Resources Information Systems, preferably ADP.
* Strong business acumen with interpersonal, influencing, and communication skills.
* Able to work responsibly, safely, and intelligently.
* Have the desire to take action, improve, and be appreciative.
* Possess the capability to effectively engage with co-workers and vendors in a respectful manner.

**About Road Machinery & Supplies Co.**

At Road Machinery & Supplies Co. we understand our customers depend on our expertise, performance, and commitment to avoid downtime, lost production, and cost over-runs. Our employees are committed to providing the services, technical support, and product solutions that let our customers complete their projects on schedule and within budget, allowing their businesses to thrive.

We supply the equipment, support, and technology solutions that enable our customers to build infrastructure and industry in the communities we serve.

Please send resumes to Human Resources at [hr@rmseq.com](mailto:hr@rmseq.com). We also invite you to visit our website at [www.rmsequipment.com](http://www.rmsequipment.com/) to apply online. Equal Opportunity Employer.