



## We are looking for a Payroll & Benefits Specialist – Gray Court, SC

Fibertex is seeking a dedicated Payroll & Benefits Specialist to manage payroll processing and benefits administration for our manufacturing plants in Illinois and South Carolina. This essential role ensures accurate and timely payroll operations while complying with state and federal regulations. The ideal candidate will bring extensive experience with payroll systems, particularly ADP, along with a strong understanding of employee benefits.

### Essential job responsibilities:

- Process payroll accurately and timely using ADP software.
- Maintain payroll records, including hours worked and deductions.
- Assist with employee benefits programs, including health insurance and retirement plans.
- Facilitate employee enrollment in benefits and manage coverage changes.
- Ensure compliance with state and federal payroll and benefits regulations.
- Serve as a resource for payroll inquiries and benefits options.
- Conduct benefits orientation sessions for employees.
- Assist in running New Hire Orientation (NHO) to integrate new employees into the company.
- Address payroll discrepancies and respond to benefits-related questions.
- Maintain accurate records of payroll and benefits transactions.
- Support audits related to payroll and benefits documentation.
- Stay updated on payroll and benefits regulations and best practices.
- Identify opportunities for process improvements in payroll and benefits.
- Perform other duties as assigned.

### Qualifications/Competencies

- Bachelor's degree in Human Resources, Business Administration, Finance, or related field.
- 3-5 years of experience in payroll processing and benefits administration.
- Proficiency in ADP payroll systems; familiarity with other payroll software is a plus.
- Strong Microsoft Excel skills for reporting and data analysis.
- Knowledge of federal and state payroll regulations and employee benefits.
- Familiarity with HRIS and benefits administration platforms.
- Excellent communication skills and attention to detail.
- Strong organizational skills and ability to manage multiple tasks.

### Preferred Requirements

- Professional certification such as PHR, SHRM-CP, or equivalent.
- Familiarity with manufacturing processes and terminology.
- Demonstrated ability to lead training sessions and employee development programs.



Please apply or submit resumes online at  
[Careers@fibertex.com](mailto:Careers@fibertex.com).