Trish McEvoy, Ltd.

Title: Payroll Assistant

Location: 430 Commerce Blvd., Carlstadt, NJ 07072

Job Type: Full-Time (Entry Level)

Compensation Type: Salary

Start Date: ASAP

Primary Responsibilities:

- Prepare weekly payroll
- Complete background checks for potential candidates
- Track employee PTO usage
- Respond via email and phone to all inquiries relating to payroll and personnel
- Various administrative tasks, including but not limited to scanning, filing, preparing mailings

Qualifications:

- Bachelor’s Degree
- Outstanding communication, customer service, and organizational skills
- Strong attention to detail and accuracy
- Ability to “think outside the box”
- Excellent analytical skills
- Ability to deal with sensitive material and keep information confidential
- Must have strong PC skills, Microsoft Office - Word, Excel

Application Instructions: Please send resume and cover letter to rgerratano@tmcos.com referencing “Application - Payroll Assistant”

Disclaimer Information: Trish McEvoy, Ltd. provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Trish McEvoy, Ltd. complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.