

Now Hiring- **HR Assistant**

Parker Engineering and Mechanical Inc.

Apply online here: <https://pdf.ac/Mrczn>

Or in person at our office at 4436 Park Drive, Norcross, GA 30093

Parker Engineering and Mechanical, Inc. is a leading Multi-Family & Commercial HVAC Installation Company in the Atlanta area. Our office is in Norcross, but we have projects throughout the Southeast. Our employees are given the opportunity to learn, grow, and earn promotions to higher positions within the Company.

Full-Time

Monday-Friday 7am to 4pm

Responsibilities include (but not limited to):

- Assist with payroll functions including processing and distributing checks
- Monitor and collect employee time and attendance records
- Conduct or assist with new-hire and outgoing process including screening, examination, orientation, paperwork, and recordkeeping
- Maintain the integrity and confidentiality of all files and records

Requirements:

- Excellent verbal and written communication skills
- Knowledge of Labor Laws and Taxations preferred but not required
- Strong interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Superb organizational skills and attention to detail
- Proficient in Microsoft Office, especially Microsoft Excel
- Proficient with payroll function tasks and execution (or the ability to quickly learn)

Benefits:

- 2 weeks paid vacation (accrual at 1.54 hours per week) per year
- \$15,000 life insurance coverage at no cost- additional coverage available for purchase
- Medical, Voluntary Vision, Dental, Disability, and Supplemental insurance plans
- 7 paid holidays per year
- 401(k) with company match
- *90 day waiting period may apply for benefit eligibility

Please email patricia.bowen@parkerem.com or call 770-446-8330 with any questions. You may also send resumes to Patricia at patricia.bowen@parkerem.com

EOE

Drug Free Workplace

Job Type: Full-time