



## **JOB/INTERNSHIP/COOP OPPORTUNITY**

Company Name or LOGO: **FiDelis Talent Solutions**

Job Title: **Payroll Clerk**

Job Description or Minimum Requirements: **We are looking for a qualified Payroll Clerk to assist in all activities regarding the management of employee payroll, as well as other HR duties.**

- **Issue statements and invoices and maintain records.**
- **Manage compensation packages using payroll software.**
- **Collect and verify timekeeping information for all employees.**
- **Calculate pay according to hours worked incorporating leaves and overtime.**
- **Calculate bonuses and commissions when appropriate.**
- **Knowledge of ADP (current system).**
- **Excel (reports, assistance monitoring).**
- **BA in Human Resources.**
- **Bilingual**

Opportunity Date: **Apply immediately**

Type of Position:  Full-Time      Compensation:  Pay

Area of Specialization: **Business Administration / Human Resources**

Location: **San Juan, PR**

Contact Person: **Carola Meltz**

E-mail to send resume: **peoples@fidelisllc.co**

Phone Number: **(787) 677-1415**

Please include in your email "Referred by Programa ENLACE UPR-RP"

