



Where Expertise and Compassion Meet

WE SEEK A PAYROLL ADMINISTRATOR TO JOIN OUR TEAM

Hope Orthopedics of Oregon seeks a Payroll Administrator to join our on-site administrative team. This position reports to the CFO and is full-time, Monday-Friday, 8am – 5pm.

Responsibilities include:

- Process and manage semi-monthly payroll for two local shared-ownership companies (approximately 200 employees total);
- Administration, eligibility, and enrollments of all benefits and retirement programs for the two companies including medical, vision, dental, life, short-and long-term disability insurances, and the retirement plan; and
- Support the CFO with various accounting and financial support duties including audits and reports.

This position requires a passion for compliance, confidentiality, attention to detail, meeting strict deadlines, providing high-level customer service both in person and on the phone, and a high level of independent judgment, personal initiative and enjoys taking ownership of the responsibilities.

Our ideal candidate has:

- Minimum 5 years payroll experience;
- Proficiency in using ADP Workforce Now, ADP Time & Attendance, and Microsoft Excel;
- Experience with benefits eligibility, enrollment, and maintenance;
- Great attention to detail, compassion, and empathy;
- Strong communication skills and listening abilities;
- Outstanding customer service;
- Proven ability to maintain patience, flexibility and composure when faced with challenging situations;
- Ability to work well independently and as part of a team; and
- Ability to pass background check.

At Hope Orthopedics of Oregon, serving our community with the best possible care is our core mission. If your personal mission aligns with ours, and you're ready to start a rewarding career in orthopedics, we'd like to hear from you.

To Apply: This position requires an application, resume and cover letter. Please visit <http://www.hopeorthopedics.com/careers> and clicking the Payroll Administrator application link.

Hope Orthopedics of Oregon is an Equal Opportunity Employer

Hope Orthopedics of Oregon | 1600 State Street, Salem, OR 97301 | hopeorthopedics.com