

**Petrotech, Inc.** has an immediate need for a **Payroll Administrator/Human Resources Coordinator**. This role will be responsible for processing three payrolls: weekly (Union), bi-weekly (U.S.) and monthly (U.K.) and will maintain employee time records. Additionally, this role will provide administrative support to the human resources function assisting with onboarding, offboarding, personnel file maintenance and project work. Reports to the Human Resources Manager.

This is not a remote position. Role will be based in the New Orleans Office. Work schedule is Monday through Friday 8:00 AM – 5:00 PM.

### **Essential Functions:**

- Enters, maintains, and processes information in the payroll system; information may include employee's hourly rates, salaries, bonuses or other compensation, time worked, paid leave and holidays, deductions and withholding, and other information.
- Ensures proper processing of payroll deductions for taxes, benefits, and other deductions.
- Processes weekly, bi-weekly and monthly payrolls.
- Records and processes federal and state payroll tax deposits.
- Ensures compliance with all aspects of payroll.
- Records and processes U.K. taxes and pensions.
- Assists with Employee onboarding and offboarding processes.
- Completes Form I-9, E-Verify and maintains I-9 files.
- Schedules and maintains drug screens and background check records.
- Schedules and maintains training and qualification needs and trackers.
- Assists with Benefit enrollment and benefit maintenance activities, entries into carrier's systems, compliance aspects and other tasks related to benefits administration.
- Processes employment verifications and unemployment claims in accordance with company policy.
- Assists with the recruiting process as needed.
- Creates and maintains employee records in HRIS as well as personnel files.
- Assists with HR reporting requests.
- Promotes and enforces adherence with Company policies, procedures, and standards.
- Assist with HR Projects and/or administrative tasks as needed.
- Performs customer service functions by responding to employee requests/questions related to payroll, benefits, HR system access and other HR related items.

- Answers, screens, and directs Company direct phone calls, manages front door entry, alarm system access and mail distribution.
- Makes travel arrangements and submits expense reports for senior management.
- Organizes meetings including scheduling and arranging lunch.
- Performs other duties as assigned.

#### **Qualifications/Skills/Abilities:**

- Bachelor's degree preferred.
- Minimum 3+ years Payroll experience required.
- Minimum 3+ years Human Resources experience required.
- International payroll experience preferred.
- Experience with unions a plus.
- Experience with Safety, Training and Quality a plus.
- HRIS experience required.
- Proficient in Microsoft programs (Word, Excel, PowerPoint, Outlook & Teams).
- Microsoft Dynamics SL experience preferred.
- Ability to efficiently multitask in a fast-paced environment.
- Ability to maintain confidentiality in all work performed.
- Ability to work independently and to meet deadlines.
- Ability to communicate effectively and courteously with individuals at all levels within the organization.
- Excellent organizational skills with careful attention to detail and timely follow-through.
- Must have a professional customer service attitude.

**PLEASE EMAIL COVER LETTER AND RESUME TO JENNI THEBAULT**  
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