



## Payroll & Benefits Specialist

### About Adaptive Health

Adaptive Health owns many of the leading wellness and nutritional supplements on the market. These brands include Nugenix®, Beneflex®, Lumiday®, and Luminite®. Adaptive Health is also the owner of Instaflex®, the nation's top-selling joint support product in GNC stores.

Our innovative sales model combines a traditional retail presence with powerful direct response techniques. We manage this model with the help of our unique brand management platform. This unique platform enables us to effectively manage vast direct response initiatives for our products, while also supporting an expanding retail presence.

### About the Team

We're a closely-knit marketing team based in Charlotte, NC. Our office is located in uptown Charlotte with great views of the city skyline, floor-to-ceiling windows, plenty of natural light, a stocked kitchen, ping pong table, and close proximity to lots of good food and entertainment. Dress code is casual, team events regular, ping-pong matches are highly competitive, and after-work social gatherings occur often.

### About the Role

#### Responsibilities:

- Accurately process payroll on a semi-monthly basis for 150+ employees in two companies, including benefit deductions, expenses, and taxes consistent with federal and state wage and hour laws for employees
- Assist with the administration of all benefits and retirement programs, including medical, dental, vision, life insurance, short- and long-term disability, 401(k) plan, etc.
- Performs payroll-related functions including but not limited to processing new hires, termination status changes, tax changes, wage garnishments, deductions, and direct deposit.
- Responds to routine inquiries concerning payroll deductions and accruals, child support payments, and employment verifications.
- Work successfully under pressure to produce accurate payrolls, meeting all critical deadlines
- Use systems, including ADP Workforce Now, spreadsheets and reports, to collect, report and process payroll activities
- Update systems as needed to current employee base, including wages, benefits, etc.
- Routinely handle sensitive information with confidentiality and integrity
- Communicate effectively with all managers and employees to problem solve payroll-related questions, issues and routine inquiries in a timely manner
- Reconcile payroll benefit deductions to vendor invoices monthly



- Assist with benefits open enrollment and processing new benefit deductions through payroll.
- Effectively communicate with HR and Accounting to review cross-departmental issues and reconcile data sharing.
- Oversee and audit electronic transmission of employee eligibility information from ADP to benefit vendors, making corrections as necessary.
- Work to resolve any issues that may arise as it pertains to benefit elections.
- Ensure accurate and timely submission of HSA contributions.
- Work with HR team as needed to plan and execute company functions and events.
- Update job knowledge by participating in educational opportunities
- Performs other related duties as assigned.

**Desired Skills and Experience:**

- Ability to maintain confidential information
- Desired two years' experience administering payroll, benefits, and HRIS processes
- Understanding of payroll best practices and benefit administration, including eligibility, enrollment rules, reporting, laws, and compliance
- Preferred experience with a major automated HR system and computer software application (such as ADP, Paycor, or Paychex) that includes payroll, benefits, time & attendance, HRIS, etc.
- Broad knowledge of general Human Resources principles, policies and procedures.
- Ability to identify inconsistencies, investigate and problem solve
- High level of detail orientation
- Ability to meet strict deadlines
- A team player who enjoys working with others
- Experience with Microsoft Excel
- Exceptional communication and customer service skills with employees at all levels of the organization
- Ability to respond to employee/corporate inquiries in a timely manner

To apply, please send your resume to Shelley Lower at [Shelley@Adaptivehealth.com](mailto:Shelley@Adaptivehealth.com)

In the United States, Adaptive Health requires that applicants provide authorization and consent to a background check to continue in the selection process. All employment offers are contingent on meeting our background check standards. If hired, you will be required to provide documentation indicating your legal right to work in the U.S which may be verified through Direct Digital's participation in the E-Verify program.

As an Equal Opportunity employer, Adaptive Health provides an environment that promotes individual recognition and achievement. We recruit, hire, train, compensate and promote associates without regard to race, sex, color, religion, age, national origin, disability or protected veteran status.