



About Lateam Partners

Lateam Partners is a premier recruitment agency specializing in hiring top **English-speaking** talent in **Latin America** for U.S.-based companies. We connect skilled professionals with dynamic opportunities, offering competitive salaries, career growth, and the chance to work with leading international businesses.

By joining Lateam Partners, you gain access to **exciting remote roles, a supportive work culture, and ongoing professional development**. We pride ourselves on matching top-tier talent with high-quality employers, ensuring a rewarding experience for both candidates and clients.

If you're looking to advance your career with **a stable, well-paid, and growth-oriented opportunity**, apply today and become part of our thriving network!

www.lateampartners.com

Job Title

HR Specialist

Location

Remote

Client

Undisclosed

Job Summary

We are seeking an experienced HR Specialist with a strong background in Payroll and Benefits Administration to join our team. The ideal candidate will have hands-on experience managing payroll processes and employee benefits, particularly within the U.S. insurance sector. This role will ensure accurate employee setup in HR systems, timely payroll processing, and efficient

administration of benefits such as health, dental, vision, life, and other insurance-related offerings.

Responsibilities

- Administer and process payroll accurately and on time, ensuring compliance with federal, state, and local regulations.
- Manage the employee setup process in the HRIS/payroll system, including new hires, terminations, salary changes, and benefit elections.
- Oversee the administration of employee benefits programs, including health, dental, vision, life insurance, disability, and retirement plans.
- Coordinate with insurance carriers, brokers, and vendors to ensure smooth enrollment, updates, and issue resolution.
- Respond to employee inquiries related to payroll, benefits, deductions, and coverage.
- Conduct audits of payroll, benefits, and insurance billing to ensure accuracy.
- Support year-end payroll activities, including W-2s, ACA reporting, and benefits reconciliations.
- Assist HR leadership with reporting, analytics, and special projects as needed

Qualification

- Bachelor's degree in Human Resources, Business Administration, Accounting, or related field (preferred).
- 3+ years of experience in payroll and benefits administration, preferably within the insurance or financial services sector.
- Strong knowledge of U.S. insurance benefits administration and payroll regulations.
- Experience with HRIS and payroll systems (e.g., ADP, Paylocity, Workday, or similar).
- Detail-oriented with excellent organizational and analytical skills.
- Strong interpersonal and communication skills, with the ability to support employees at all levels.
- Ability to handle confidential information with professionalism and integrity.

Apply to this position

<https://forms.monday.com/forms/6f43e441a98a43154090ba9322b9091d?r=use1>