



## 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](http://www.lateampartners.com)

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### **Job Title**

Payroll Specialist

### **Location**

Remote

### **Client**

Undisclosed

### **Job Summary**

We are seeking a highly experienced and knowledgeable HR Payroll Specialist to join our team and play a key role in managing and improving our HR operations. This role requires deep understanding of U.S. HR laws, compliance practices, payroll processing, employee relations,

and HR systems. The ideal candidate is proactive, detail-oriented, and thrives in a fast-paced, service-oriented environment.

## **Responsibilities**

- Ensure compliance with all federal, state, and local employment laws and regulations
- Administer and manage payroll processing using UKG (Ultimate Kronos Group)
- Manage employee lifecycle activities, including onboarding, offboarding, overtime, Time Tracking and PTO
- Assist with benefits administration, including enrollments, terminations, and annual open enrollment
- Maintain and update employee records in compliance with legal and company requirements
- Support employees with HR-related questions, policies, and procedures
- Monitor and report HR metrics (turnover, retention, payroll accuracy, etc.)

## **Qualifications**

- 5+ years of experience in an HR Generalist or similar HR role
- In-depth knowledge of U.S. labor laws, regulations, and HR compliance
- Proven experience using Paycom for payroll and HRIS functions
- Excellent communication skills in english
- Proficient in Excel
- Strong understanding of employee benefits, workplace compliance, and employee relations
- Exceptional attention to detail, time management, and organizational skills

## **Apply to this position**

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