

YOU COULD BE THE NEXT



PAYROLL ADMINISTRATOR

As a Payroll Administrator at ERMCO, you'll be dedicated to ensuring accurate and timely payroll processing for our employees across Central Indiana and beyond. Your attention to detail and problem-solving skills will help keep operations running smoothly, from managing timesheets and tax filings to handling union reporting and compliance. In this role, your work directly supports the people behind some of the region's most notable projects.

IF YOU ARE:

- ◆ Experienced in working with Union payroll
- ◆ Organized, careful and good with numbers - accuracy is critical.
- ◆ Open-minded, tech saavy and willing to adapt and take advantage and new technology and software.
- ◆ Patient - the ability to work with many different departments, people and personalities is highly important.



AND YOU:

- ◆ Are confidential and trustworthy – handling sensitive employee information with care and integrity
- ◆ Work collaboratively – communicating with all team members and clearly explain payroll details.
- ◆ Like to roblem-solve – Quickly identifying and resolving discrepancies in payroll data is key in this deadline driven role.
- ◆ Want to work for an industry leader – ERMCO is a top 50 electrical contractor in the United States.

BENEFITS OF BECOMING AN ERMCO PAYROLL ADMINISTRATOR:

A great team – work alongside experienced account managers, administrators, electricians, and technicians.

Comprehensive and ongoing training to help you succeed in your career.

Insurance benefits including healthcare, dental, vision, 401k, and life insurance.

ERMCO is 100% employee owned and all corporate office employees are eligible for the employee stock ownership plan.

INTERESTED? CONTACT BECKY WHEELER AT 317-423-3838 OR BWHEELER@ERMCO.COM TODAY!