Sheridan Construction

Job Opportunity
Human Resources & Payroll Manager

Location: Fairfield, ME

Job Type: Full Time / Competitive Salary Commensurate with Experience

Company: Sheridan Construction, founded in 1947, is a premier full-service building construction company promoting quality, hard work, integrity, honesty, and dedication to its clients and personnel.

Summary: Sheridan Construction; performing work in the commercial, industrial, healthcare, technological, and educational sectors; is seeking a self-motivated candidate looking to join our Accounting Team.

Primary responsibilities, while under the direction of the Controller and the President:

- Serve as primary HR contact for all employees.
- Advise managers on employee relations, performance management and disciplinary processes.
- Process weekly payroll while ensuring compliance with wage and hour laws.
- Coordinate quarterly and year end payroll reporting.
- Maintain and update employee handbook and HR policies.
- Administer health insurance, retirement plans, PTO and related benefit programs.
- Partner with accounting to ensure accurate reporting and internal controls.

Knowledge, Skills, and Abilities:

- Associate's or bachelor's degree in Human Resources or relevant experience.
- Excellent written and oral communication skills.
- Ability to work independently, as well as the ability to multi-task and manage changing priorities – requiring exceptional organizational skills.
- Proficient computer skills including MS Office products.
- Knowledge of Sage software is preferred but not required.
- Courteous, professional demeanor, and possess an energetic positive attitude.
- Willingness to continue education to expand knowledge base.

Sheridan Construction is ready to offer you:

- A culture that values opportunities for growth and skills development.
- Support from the entire management team. Sheridan Construction's future is counting on your success.
- Competitive pay with Paid Time Off and holidays.
- Periodic evaluations with salary adjustments.
- Comprehensive medical, dental, disability, and life insurance.
- 401(k) retirement plan with employer matching program.

The Sheridan Corporation is an Affirmative Action and Equal Opportunity Employer.
To apply, please visit our website at, www.sheridancorp.com
For further information contact us at (207) 453-9311.
ALL INQUIRIES ARE CONFIDENTIAL.

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2023 - 2024 - 2025

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WWW.SHERIDANCORP.COM

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