JetPay HR & Payroll Services is growing and at a very exciting juncture in our 45 year history as we expedite our continued advancement from a leading regional Payroll Services provider to a leading National, full-service, HR & Payroll Services provider.

The demand for our services is great and we are looking for a **Payroll** **Implementation Manager** to join our Implementation and Support team in order to engage our new and existing clients to define, design and facilitate utilizing our HR and TLM and payroll solutions.

**Responsibilities:**

* Manage payroll implementation specialists and trainers.
* Mentor and coach team for personal and professional development.
* Ensure client transition is on target for committed implementation date.
* Maintain metrics by client of implementations.
* Assess workloads for resource allocation.
* Engagement during presale of HRIS, payroll, time and attendance (TLM) and Applicant Tracking (ATS) system for client needs analysis and solution development.
* Consulting with customers to understand unique business needs and determine how best to configure payroll system to meet needs.
* Configuration and implementation of HRIS payroll system for new and existing clients.
* Communicate with customers establishing expectations, timelines and ongoing follow up while meeting deadlines.
* Troubleshooting issues and answering questions to assist clients and team members in timely manner.
* Provide ongoing support and assistance via telephone, email and in person to clients during and after implementation.
* Train customers on HRIS system using GoToMeeting.
* Maintain customer communication and identify and implement process changes.
* Work closely with sales and team members to collaborate on data analysis for clients.
* Research issues and translate into layman’s terms.
* Must be able to work independently on a variety of projects.
* Perform other related duties as required and assigned.

**Requirements:**

* Excellent communication skills, both written and verbal
* Independent and Proactive
* Management experience
* Proficient in Microsoft Office products (Excel, Word, Outlook, PowerPoint, Dynamics)
* Training experience a plus
* Direct prior experience with iSolved, SaaSHR, Paycom, Paylocity, Paycor, UtiPro or similar systems is highly desired.
* Payroll and Tax knowledge required

Background checks required

EEO Employer

Please click here to apply:

<https://gethired.com/a/f3756504-591a-465e-9f9a-4ac49b1b409f>