

Payroll Specialist

Alameda, CA

Human Resources

Full-time

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As Penumbra's Payroll Specialist, you will help to maintain a productive and rewarding work environment for our employees by ensuring that payroll is processed smoothly and accurately, and that questions are answered and issues are resolved in a timely and friendly manner.

- Support day-to-day payroll administration and time reporting for 1,600+ exempt and non-exempt employees.
- Ensure timely and accurate calculation and delivery of employee pay, deductions and taxes.
- Build and generate payroll reports.
- Interface with contract staffing agencies to ensure prompt and accurate payment.
- Answer employee questions and resolve problems regarding payroll.
- Perform other HR duties as needed.

What you bring:

- The desire to work and learn in a dynamic, fast-paced environment.
- An Associate's degree and at least 5 years of related experience, or an equivalent combination of education and experience.
- Payroll processing experience. (UltiPro experience a plus!)
- Strong written, oral, and interpersonal communication skills.
- Proficiency with Microsoft Word and Excel.

What we offer:

- A collaborative teamwork environment where learning is constant and performance is rewarded.
- The opportunity to be part of the team that is revolutionizing the treatment of some of the world's most devastating diseases.
- A generous benefits package that includes medical, dental, vision, and life insurance; a 401(k) match; and an Employee Stock Purchase Plan.

Penumbra, Inc., headquartered in Alameda, California, is a global healthcare company focused on innovative therapies. Penumbra designs, develops, manufactures and markets medical devices and has a broad portfolio of products that addresses challenging medical conditions and significant clinical needs. Penumbra sells its products to hospitals and clinics primarily through its direct sales organization in the United States, most of Europe, Canada and Australia, and through distributors in select international markets. The Penumbra P logo is a trademark of Penumbra, Inc.

Qualified applicants will receive consideration for employment without regard to race, color, religion, sex