

Human Resource Associate Seattle, USA

Rayner is a leading developer and manufacturer of ophthalmic implants and pharmaceuticals; it specialises in intraocular lenses (IOLs) and related products used in cataract and refractive surgery. Since the development of the first IOL, Rayner has continuously pioneered IOL design with a goal to improve vision and restore sight worldwide. Today, Rayner's mission remains to deliver innovative and clinically superior ophthalmic solutions that respond to the expectations of our global customers to improve sight and quality of life for their patients.

Today, we have offices in New York and Memphis. Rayner Surgical Inc and Omeros Corporation announced the signing of an agreement to transfer Omeros' ophthalmology assets, including OMIDRIA and the teams to support the product to Rayner in December 2021.

Why work for Rayner?

Rayner is a unique place to work with its own special culture and people, who are all driven to provide the best visual outcomes for clinicians and patients. We are driven by science to improve performance and safety, and we commit ourselves to be a great partner and to be easy to do business with. Whilst our vision drives and guides what we do, it is our culture and the way we work as well as treat ourselves plus others that form the foundation of what we do. That's why at Rayner we strive to create a workplace where we live our values every day. We invite you to join us on our exciting journey!

Our Careers

Rayner is more than an IOL manufacturer. We have an entrepreneurial spirit that drives us to pursue our vision, supported by a dedicated team who share our beliefs – from research and development engineers to production, sales and support.

Being ambitious, focused, open, respectful and keeping our promises enable us to take on challenges that other businesses simply won't entertain, and it's those qualities we value and nurture in the people we work with. Rayner is also proud to be an equal opportunities employer.

Rayner has a broad portfolio of products across the patient pathway, including monofocal and premium Intraocular Lenses (IOLs), a full range of Ophthalmic Viscosurgical Devices (OVDs), a family of Ocular Surface Disease (OSD) solutions and RayPRO, our recently launched patient outcomes digital platform.

As the Human Resource Associate, you will provide vital administration of the US payroll and benefits. The right person will be leading designated tools with accuracy and efficiency using good numerical/ analytical skills as well as superb communication skills to interact with colleagues. This is a great opportunity to be a part global HR projects in respect of employee engagement and global HR projects.

Your key responsibilities will be:

- To develop systems to process payroll account transactions (e.g. salaries, benefits, garnishments, taxes and third-party payments and to administer and control monthly payrolls for the USA based teams (Rayner Surgical Inc, Rayner LLC, LATAM)
- Coordinate timekeeping and payroll systems and where required import monthly hours data from the time management system in order to administer the payrolls
- Oversee processing of payroll changes (e.g. new hires, terminations and changes) to efficiently manage a busy starters and leavers process
- To liaise with external benefit and pension providers
- To respond to and resolve payroll and benefits queries from employees
- To ensure compliance with relevant laws and internal policies
- To cooperate closely with different stakeholders (HR, local HR and Finance teams)
- Liaise with auditors and manage payroll tax audits
- Provide administration support to local finance teams, expenses (concur) and Company car administration and processing
- To support the HR Director, Americas with integration projects, data and reporting
- To administer the annual salary review cycles

Qualifications/ Experience:

Essential

- Proven experience within a pay and benefits role including current knowledge of payroll procedures and related laws
- and excellent understanding of multi-location payroll and taxes
- Familiarity with payroll software/ HRIS (e.g. Tri-net, Concur and Select HR) and MS Office (especially Excel which should be at advance level)
- A keen eye for detail with an analytical mind and good math skills
- Outstanding communication skills (written and oral)
- Organizational and teamwork skills
- BSc/BA in Business Administration, Accounting, Human Resources or related field; professional certification (e.g. CPP, CPM) is a plus
- Able to handle confidential information and data in a compliant and professional way

Desirable

- Experience within the Ophthalmology sector or Medtech industry
- Ability to speak a second language

Please apply by sending an up-to-date CV & covering email to recruitment@rayner.com