

YOU'VE GOT
talent.

Administrative & Payroll Associate

📍 East Coast, USA (hybrid)*

ABOUT US AND THE POSITION

Amesto Global is a partner-led boutique firm supporting innovative, high-growth companies as they expand in the USA, Europe, and beyond. We act as a true partner to our clients, providing value-add consulting and corporate services that enable scalable, international operations. We are client-focused and technology-forward in everything we do.

Due to continued growth in North America and Europe, we are seeking a reliable, detail-oriented professional to join our team on the East Coast of the United States. This position is anchored in administrative excellence with additional responsibilities across payroll coordination and HR administration. The ideal candidate has experience in a fast-paced environment, excels at organization and communication, and is eager to learn and grow with a global firm.

***Location:** East Coast, USA (hybrid). Proximity to the New York area is preferred, with periodic time in our New York City office.

KEY RESPONSIBILITIES

1. Office & Administrative Operations

- Assist, support, and manage day-to-day operations for the US team (meeting coordination, document preparation, and file organization).
- Prepare professional communications including agendas, memos, emails, letters, reports, and presentations.
- Create and maintain electronic and physical filing systems, ensuring consistency, version control, and logical structure.
- Manage office requirements, equipment ordering, vendor coordination, and basic facilities requests.
- Coordinate domestic and international travel arrangements and related itineraries.
- Maintain operational trackers, checklists, and shared inbox workflows; ensure inquiries are routed and resolved in a timely manner.
- Support scheduling and logistics for internal and external meetings, webinars, networking events, and client visits.

2. Payroll & HR Administration Support

- Assist with new state and local business and payroll tax registrations (applications, follow-ups, and maintenance of registration trackers).
- Support the set-up and processing of payroll for US employees in collaboration with senior team members (collecting timesheets, reviewing inputs, reconciling changes, and initiating payroll runs).
- Maintain employee data in payroll systems; prepare employee onboarding and offboarding documentation (I-9, E-Verify, new-hire information).
- Liaise with external benefits brokers and carriers to coordinate plan set-up, employee enrollments, life-event changes, and open enrollment activities; assist with benefits communications to clients and employees.
- Coordinate workers' compensation set-up and certificates of insurance in partnership with brokers and providers.
- Assist with payroll tax account notices and simple compliance follow-ups; escalate complex items to senior staff.
- Maintain compliance calendars (filings, renewals, and registrations) and prepare routine payroll and HR reports.

3. Process Improvement & Structure

- Proactively identify opportunities to streamline administrative and payroll processes, improving efficiency and reducing risk.
- Develop and maintain process documentation, standard operating procedures, and quick-reference guides to ensure consistency and knowledge sharing across the team.
- Introduce and manage organizational tools (trackers, filing systems, checklists, and templates) that bring structure, transparency, and efficiency to recurring tasks.
- Evaluate current workflows and propose improvements for communication, documentation, and task management.
- Champion the adoption of technology and automation tools to reduce manual effort and improve accuracy.
- Support the implementation of best practices in project management, reporting, and compliance tracking.



QUALIFICATIONS & SKILLS

- Proven experience in an administrative, operations, or office coordinator role.
- Demonstrated reliability, precision, and attention to detail.
- Familiarity with payroll platforms (such as ADP) is preferred; willingness to learn is required.
- Proficiency with Microsoft 365 (Outlook, Teams, Word, Excel, PowerPoint); experience with shared drives and e-signature tools.
- Excellent written and verbal communication skills and a professional, client-service mindset.
- Strong organizational skills with the ability to manage multiple priorities and meet deadlines.
- Bachelor's degree in Business, Human Resources, or a related field is preferred, or equivalent practical experience.
- Experience assisting with state registrations (business, payroll tax, unemployment, withholding).
- Experience in processing US payroll, and onboarding/offboarding employees.
- Exposure to US benefits administration and coordination with brokers or carriers.
- Experience with travel logistics and event coordination.
- Prior work in a professional services firm or international environment.

WHAT WE OFFER

- Hybrid role based on the East Coast, with periodic in-office time in New York City.
- Flexible working hours and genuine work/life balance; occasional overtime during peak cycles.
- Collaboration with colleagues across the USA and Europe (Ireland, UK, Spain, Sweden, Norway, Denmark).
- A supportive culture that values trust, teamwork, and professional growth.
- Career growth opportunities in a fast-growing international firm.
- Access to exciting projects with a diverse and international clientele.
- Home office equipment stipend.
- Generous vacation policy.
- Comprehensive benefits, including health, dental, and vision insurance.
- 401(k) retirement plan.
- Salary commensurate with experience.

ADDITIONAL INFORMATION

At Amesto Global, we believe Life is Now. Work Somewhere Awesome. Our vision is to foster work-life balance for both our team and our clients, enabling everyone to focus on what truly matters, professionally and personally. Guided by our mission—Simplifying Business—we help clients streamline their operations so they can dedicate time to their core objectives.

Simplify Business. Simplify Life.

We are committed to building an inclusive workplace where every individual can grow and thrive. Our competitive compensation package includes base salary, performance-based bonus, and comprehensive benefits. At Amesto Global, you will join a forward-thinking, global team dedicated to excellence, collaborating on exciting projects for a diverse international client base while advancing your professional growth and career development.

Triple Bottom Line

Aligned with the overarching mission of the Amesto Group, We are committed to building an inclusive workplace where every individual can grow and thrive. Our competitive compensation

package includes base salary, performance-based bonus, and comprehensive benefits. At Amesto Global, you will join a forward-thinking, global team dedicated to excellence, collaborating on exciting projects for a diverse international client base while advancing your professional growth and career development.

Equal Opportunity Employer

Amesto Global is an equal opportunity employer and is committed to creating a diverse, inclusive, and equitable workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, disability, or protected veteran status.

HOW TO APPLY

If you are ready to take on a rewarding administrative and payroll support role, we would love to hear from you. Please submit your resume and a cover letter detailing your qualifications to:

agl-com-hr-talent@amesto.com

For more information on Amesto Global, visit us at: www.amesto.global

