



## **HR Consultant**

Options4Growth ([www.Options4Growth.net](http://www.Options4Growth.net)) is a Human Resources and Growth Strategy firm that blends high touch consulting with cloud-based technology. We are catalysts for positive change and sustainable growth.

We are seeking a HR Consultants (Generalists) with small to mid-size company experience, located in the Bay Area to serve our clients and be a member of our team.

**Position Summary:** Perform Human Resource related job duties on behalf of Options4Growth clients', including all or some of the following functional areas: employment, employee relations, compensation, benefits and payroll, data tracking, and PEO transition projects. Each client has varying needs, allowing for a diverse experience and learning opportunity.

### **Minimum Requirements:**

- Proficient with MS Office
- Experience transitioning from one HRIS and payroll vendor to another
- Experience processing new hires and terminations
- Knowledge of city, state and federal regulations
- Must be organized and extremely detailed
- Self-starter and able to work independent of direct supervision
- Demonstrated ability to handle highly confidential data
- Must be extremely reliability and customer service oriented

### **Minimum Qualifications:**

- Bachelor's degree, preferably focused in Human Resources
- 7+ years' experience as an HR Generalist
- 1 year payroll or accounting experience, preferred
- PHR certification a plus!

This position requires the flexibility to work part-time hours. Please do not apply if you are not able to work part-time and stay motivated while working from your home office. You will also need to attend quarterly in person team meetings and monthly video conference meetings, and visit client sites in the Bay Area.

To apply, please send resume and cover letter to [jobs@options4growth.net](mailto:jobs@options4growth.net).