

Elmore HR Consulting provides customized Human Resource and Safety Services to fit our clients' business strategy. It is our mission to provide employers in California with peace of mind and more time by providing trusted, fun and intelligent support for our clients' people and safety operations while enjoying the work we do as a team.

We are seeking an Admin. Rockstar (**Administrative Assistant**) to add to our Folsom, Ca team! This is a 6-hour per weekday position starting at 9:00 a.m.

The Admin. Rockstar will provide the support necessary to ensure our team is as efficient and organized as possible.

Responsibilities will include, but are not limited to:

- Contribute to a workplace allowing for the best client service and employee experience
- Provide administrative support to the entire Elmore HR team
- Manage main phone line and emails
- Oversee effective and timely client onboarding
- Prepare various documents and training materials (presentations, spreadsheets, documents, .pdf, Canva, etc.) in a timely and consistent manner
- Create procedure documents
- Apply creativity and professionalism to every work product
- Review and edit documents and communications
- Identify and implement streamlined practices
- Timely and accurately complete various projects
- Take initiative where there is an opportunity to provide support
- Maintain data and usage of various systems; Google Workspace, CRM, Canva, Microsoft Suite, Client Login portal, Marketing systems, etc.
- Prepare client communications using marketing systems and practices
- Run errands; office supplies, mailing, client needs, feed our hungry team, etc.
- Provide personal assistant services to our team members; research, vacation planning, shopping, gift purchases, etc.
- Contribute to a positive, professional and fun workplace

Ideal candidate will possess and have demonstrated skills such as:

- Driven by a desire to help and make a positive difference no matter how big or small the task
- Detail oriented, accurate and timely
- Effective verbal and written communication and grammar skills
- Self-motivated and take initiative
- A strong desire to provide unmatched client support
- Strong team contributor
- Forward thinking
- Effective and positive communication
- Ability to prioritize multiple tasks



Experience:

- Must have a minimum of 2 years in a support role, supporting multiple people
- Experience with Google Workspace, CRM, Microsoft Suite, Canva, Marketing systems
- Experience in navigating multiple priority tasks
- Ability to accurately manage data

Duties will be performed in a hybrid work model; from a shared workspace, from home/remote location, and occasional client locations.

For consideration, please submit resume and cover letter to [hrninja@elmorehr.com](mailto:hrninja@elmorehr.com), include Admin. Rockstar in the subject line.

Please include the following in your cover letter:

- Why are you interested in this role?
- What you enjoy about an administrative support role.
- What you do not enjoy about an administrative support role.

