

Elmore HR Consulting provides customized Human Resource and Safety Services to fit our clients' business strategies. 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 HR Ninja (**HR Consultant**) to add to our team! We like to support our team members just as much as we support our clients so we are open to either part-time or full-time interest.

The HR Ninja will provide the support necessary to ensure unmatched, customized human resource support to our clients.

Responsibilities will include, but are not limited to:

- Conduct client HR Evaluations
- Develop a strategic service plan
- Provide on demand and strategic consultative support to clients regarding various HR matters such as; wage and hour, employee relations, performance management, leaves of absence, hiring, exit, COVID, and more
- Provide HR support and services to Professional Partners and shared clients
- Support the entire employment lifecycle
- Various document review and development and lead meetings with clients to review these items
- Develop, maintain and facilitate various management and employee training sessions
- Review and make recommendations for a positive employee experience while supporting the client's goals
- Preparation of Employee Handbooks
- Draft various employee facing letters and memos
- Prepare job descriptions
- Develop client specific performance feedback programs and tools
- Conduct research
- Provide support to other Elmore HR team members
- Contribute to a positive, professional and fun workplace

Ideal candidate will possess and have demonstrated skills such as:

- A strong desire to provide unmatched client support
- Strong team contributor
- Strategic and critical thinking and communication
- Detail oriented
- Ability to prioritize multiple tasks
- Empathetic perspective and engagement
- Ability to modify work and communication style based on tasks and who you are working with



Experience and Certification:

- Must have a minimum of 10 years Human Resource experience with focus on generalist/management duties
- Experience in navigating various human resource matters
- Experience in conducting California Sexual Harassment Prevention Training required
- Experience with Google Workspace, CRM, and Microsoft Suite
- SPHR, PHRca, SHRM-SCP, SHRM-CP preferred
- Degree in Human Resources or related field preferred

Duties will be performed in a hybrid work model; from client locations in the greater Sacramento area, from a shared workspace in Folsom, Ca and from home/remote location.

For consideration, please submit resume and cover letter to hrninja@elmorehr.com, include HR Ninja in the subject line.

Please include the following in your cover letter:

- Why are you interested in this role?
- What are two key takeaways you would want every employee to take away from Harassment Prevention Training?
- How would you define Human Resources?