

### **HR Generalists or HR Managers (Part-time)**

All Things HR, LLC, an outsourced human resource management firm is looking for a HR Generalist or HR Manager to join our team of Consultants. Our purpose is to provide high quality human resource management services to clients in need of HR support and direction (on-site and off-site). This will be a part-time, hourly position which may include assisting clients on-site and providing generalist support. Hours will range from 20 – 25, with potential of increasing over time. To learn more, go to [www.allthings-hr.com](http://www.allthings-hr.com).

Some of our services include:

- Full service on-site HR Management services
- HR audits
- Recruiting services and support
- Investigations
- Benefit administration
- COBRA administration services
- Employee relations
- Employee handbooks
- AAP Development
- Job analysis and description development
- Training and mentoring on general HR fundamentals and department organization

We are looking for a HR Generalist or HR Assistant who:

- Interested in pursuing a career as an HR Consultant
- Able to work onsite with clients in the DT Seattle, Everett area, or the DT/SODO area
- Interested in temporary PT assignments (hours can vary)
- Technology savvy
- And exceptional customer service experience and a desire to help and support businesses from all different industries

If you are an HR Generalist or HR Manager and this opportunity intrigues you, submit your cover letter, resume and salary requirements to [jobs@allthings-hr.com](mailto:jobs@allthings-hr.com).