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**HR ASSISTANT**

Gras HR Consulting is a full-service payroll & human resources consulting business that has been operating in Big Sky since 2013 and is now looking for a human resources (HR) and payroll assistant.   
The right candidate must be able to work remotely from a home office and have a minimum of two years’ experience processing payroll, scheduling payroll taxes and entering employee information. This individual will also assist with recruiting, creating job description, company policies, and various other HR documents for clients and possible assist with other tasks as needed. 

The schedule is somewhat flexible with certain deadlines to meet and hours will vary from 15 to 25 hours/ week.  
Compensation: Pay range is $16 - $18/ hour to start

Please reply to [kari@grasHRconsulting.com](mailto:kari@grasHRconsulting.com) with your resume and include 3 professional references. We will be accepting resumes until December 20th, 2018 in anticipation the chosen candidate will start in the first 2 weeks of January, 2019.