Introduction
AC Disaster Consulting is a woman-owned disaster recovery and preparedness consulting firm focused on providing the highest quality services to our clients and partners. Our mission is to provide compassionate emergency management and disaster recovery services to local, state, federal, and industry clients.

Mission of Role
Be part of a team of knowledgeable, compassionate, and helpful allies for our clients. This HR/Office Manager role will play an integral part of business operations by providing comprehensive HR support as well as other back end activities such as hiring, workforce planning, invoicing, etc. This individual must demonstrate the ability to function in a fast-paced environment, independently and collaboratively with a focus on communication, organization and structure. This role will also act as a trusted internal consultant to associates and leaders regarding legal, regulatory, HR compliance and issues; working in partnership to help develop HR strategic objectives and aligned company goals.

Location
- Remote; US Nationwide

Hours
- ~20-25 Hours/Week - May turn into full-time

Role Competencies
- Knowledge of federal, state and local employment law
- Thorough understanding of EEO, security, safety, regulatory issues and other policies.
- Ability to work independently and to identify and resolve issues or propose solutions.
- Be highly organized and detail oriented.
- Possess strong time management skills, along with strong oral and written communication skills.
- Able to adapt to different situations and individuals.

Types of Tasks
- Acts as internal consultant to leaders at all levels and non-managers regarding legal/regulatory issues and HR issues affecting associates and the workspace.
- Ensures the timely development, review and posting of job descriptions for various, dynamic needs.
- Direct and facilitating company coordination with a 3rd party HR company on payroll, employee tracking, benefits, reporting, etc.
- Assists in preparing invoicing/accounts payable.
- Assists with other administrative tasks that may arise.
- Perform other duties as assigned.

Required Qualifications
- A minimum of 3-5 years’ experience in a progressive HR role.
- Office administration experience.
- Advanced knowledge of Microsoft Office 365, Teams, SharePoint.
- Ability to be flexible in a dynamic environment.
- Outstanding written and verbal communication skills.
- Ability to pass a Background Check.
- Must be authorized to work in the United States.
- Possession of a valid Driver’s License.
Preferred Qualifications

- SHRM / PHR certification
- Knowledge of Quickbooks
- Bachelor’s Degree in Business Administration, HR or a relevant field
- Job Type: Part Time

How to Apply

Please send your resume to jobs@acdisaster.com.