

**Job title: HR & Administrative Assistant**

Reports to: Integrator

### Why work for Avalanche:

Avalanche Creative is a small but growing SEO and content agency that is committed to getting great results for our clients. We take a different approach to SEO that ensures that our customers feel educated and cared for and that they get the results they are looking for. This position will play an essential role in growing and sustaining the team we need to grow and serve our clients. It will provide the opportunity to make a meaningful contribution to the growth and longevity of a team-oriented company. We work hard and care deeply about our customers, but we also prioritize a healthy work/life balance and a fun environment. At Avalanche, you will get the benefits of a small team as well as the opportunities of a growing company.

**Compensation:** \$20 - 22 per hour

### Benefits:

- Paid time off
- Paid holidays
- Flextime and remote-friendly work environment
- Bonus program

### Duties and responsibilities:

#### Human Resources

- Work directly with Integrator to ensure effective HR management
- Lead recruiting and hiring efforts for the company
- Oversee training and onboarding of new employees
- Act as the main point of contact for the team for all HR related issues
- Administrative management of employee benefits
- Oversee and execute quarterly feedback surveys and reporting
- Create, optimize, and maintain HR processes and documentation
- Research compensations to ensure equity across the team
- Assist with creating and documenting policies
- Assist with documentation for personnel records

## Accounting/Bookkeeping

- Assist with payroll
- Assist with Quickbooks (invoicing, bookkeeping, reporting)
- Assist with ensuring timely payments
- Assist with processing payments received
- Assist with paying bills and quarterly taxes

## Office Management

- Source office equipment
- Manage subscriptions & memberships
- Order supplies and promotional products
- Client holiday cards & appreciation gifts

## General

- Provide reports and analysis for HR, accounting, finance, and admin functions
- Other duties, as assigned

## Preferred skills and attributes:

- 1-3 years of experience in a human resources and/or administrative role
- Understanding of and passion for human resource management
- Outgoing personality and comfort with connecting with a wide range of people
- Quality writing and verbal communication skills
- Ability to adapt in a fast-paced environment
- Ability to follow a process but get creative within that process
- Strong initiative and ability to work independently
- Familiarity with Gusto or similar payroll software highly preferred
- Bachelor's Degree or equivalent experience required

## Hours and Schedule:

- Regular, part-time position, about 25 hours per week with potential to grow to full-time
- Must be available to work during business hours 9 AM - 5 PM Monday - Friday EST
- Remote-friendly work environment, preferably based in the Grand Rapids area
- Authorized to work in the U.S.

How to apply: Complete [this application](#).