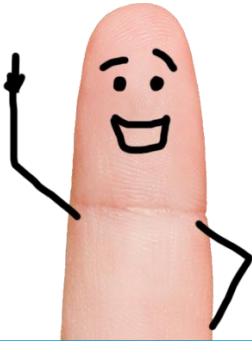


Part-Time Virtual HR Generalist



Note: We didn't know what to call this position, but HR generalist is as close as it gets!

15-20 hours per week | up to \$33/hr CAD | Contract Position

Competition Number: 19
Posting Date: December 07, 2016
Application Deadline: December 16, 2016
Location: Home-based, Canada – Preferably Vancouver

About Us

ConnectsUs HR™ provides online HR tools & resources to create HR essentials in key areas such as policies and procedures, hiring, performance & HR administration to quickly set up a Human Resources department in Canada.

Established in 2004 in Vancouver, BC, we have thousands of customers who we support and fiercely believe are priority one. We're passionate, feisty, creative and love to laugh! We work hard because we're wired to execute and drive results.

We've recently rebranded, launched new products and a new website. We're essentially in start-up mode again and looking for a keen and resourceful HR Generalist who will help us get to the next level.

For a view into our world, please visit our website: www.connectsUs.com

About the Gig

This is a unique and exciting opportunity for anyone who wants to learn e-marketing and apply your HR knowledge in a whole new way.

It's an ongoing independent contractor position, meaning that you're not an employee and will be submitting invoices every 2 weeks. You'll be working remotely in your own home office. The position requires 20 hours a week to start and may increase to up to 25-30 hours a week in the Spring. Hours and schedule are extremely flexible.

The Moolah

- ◆ \$25/hr to start.
- ◆ After a 6-week trial period, the rate will increase to \$30/hr.
- ◆ After 90 days, you'll be eligible to receive a milestone fee calculated at 10% of your earnings retroactive to your start date, if you remain with us for a 12-month period. This is the equivalent of 5 weeks of paid time off, or an actual rate of \$33/hr.

What you'll be doing

HR Products (40%)

- ◆ Create & update HR templates
- ◆ Create & maintain HR Kits
- ◆ Maintain content in HR Resource Center
- ◆ Communicate updates to customers

E-Marketing (30%)

- ◆ LinkedIn/Social media
- ◆ Newsletters
- ◆ Drip Marketing for Trial Users
- ◆ Blogs
- ◆ SEO
- ◆ Google Analytics
- ◆ Google PPC

Website (10%)

- ◆ Maintain & update marketing content

Administration (10%)

- ◆ Email with prospects & customers
- ◆ Schedule meetings
- ◆ Other tasks as assigned

HR Research (5%)

- ◆ Legislation changes
- ◆ HR topics

Partners (5%)

- ◆ Liaison for cloud services used by ConnectsUs
- ◆ Liaison with partners and employment lawyers

About You

You know and love HR and are in a position to provide reliable part time services from home and can commit to a one-year contract. You're a very good writer and you're not the only person who thinks so. The people around you think so too! Some of your writing may have been used for training purposes or to teach others about a subject matter.

You're a passionate, no nonsense and critical thinking individual who's eager to learn and dig in. You know how to communicate electronically and you're comfortable with technology and learning the stuff you don't know. You're that person who actually reads the 'manual' and can figure it out!

Your Word and Excel skills are intermediate to advanced. You're known as 'eagle eyes' and catch those typos that no one else done because you have a strong attention to detail.

You've either been exposed to e-marketing or it's something that you've wanted to learn.

You're independent and don't need to be micro-managed. You're probably an introvert who prefers to work autonomously and doesn't need the buzz and people around you to motivate you. Your happy place is focusing and getting things done. But you also like dealing with people to provide assistance when needed.

What you've got

Great:

- ◆ 5 years of hands-on experience as an HR Generalist
- ◆ Intermediate MS Word & Excel skills
- ◆ Strong writing skills with the ability to take the 'formal' out of HR
- ◆ At least 3 professional references upon request and a LinkedIn profile
- ◆ Ability to describe our products to us during an interview
- ◆ Secure and quiet home office, a fast internet connection, anti-virus software, a computer, a landline, and Microsoft® Office 2013 or later – particularly Word® and Excel®.

Better:

- ◆ E-marketing experience
- ◆ Advanced Microsoft Word skills
- ◆ Familiarity with Drupal or HTML

The Important Soft Stuff

Intellectual Horsepower

You:

- ◆ Deal comfortably with complexity & new concepts.
- ◆ Quickly learn & assimilate information involving unfamiliar situations & circumstances.
- ◆ Perceive implications & make sound decisions.
- ◆ Demonstrate strong critical thinking skills.

Drive for Results | Tenacity

You:

- ◆ Strive for & focus on results.
- ◆ Overcome obstacles, pressure, difficult situations, & conflicting priorities.
- ◆ Are tenacious, persistent, & resourceful.
- ◆ Translate ideas into action & execution.
- ◆ Understand how to get work done through others.

Reliability

You:

- ◆ Demonstrate a high level of dependability in all aspects of the job.
- ◆ Demonstrate punctuality & a sense of trust & reliability.
- ◆ Show commitment & dedication to complete tasks on time & with minimal supervision.

Attention to Detail

You:

- ◆ Thoroughly accomplish tasks with the attention placed on accuracy.
- ◆ Monitor & check information to produce consistently error-free work.
- ◆ Possess a strong ability to focus on tasks & priorities amidst continuous distractions.

Initiative

You:

- ◆ Look for & take action to make a contribution rather than being asked or passively accepting situations.
- ◆ Challenge the status quo.
- ◆ Offer new ways of working or solving problems
- ◆ Seek out additional responsibilities & learning opportunities.

Problem Solving

You:

- ◆ Assess challenges to identify causes.
- ◆ Generate creative solutions & finds a way to make it work.
- ◆ Make recommendations &/or resolves the situation.
- ◆ Acknowledge when you don't know something & take steps to find the answer.

Tell us how fabulous you are!

If this sounds like you, we would love to hear from you.

1. Email your cover letter and resume **in one file** by December 16, 2016 to: contact (at @ sign) connectsUs.com.
2. Be sure to include your name, and Position 19 in subject line.

We would love to reach out to everyone, but due to the high number of applications we receive, only applicants who are selected for an interview will be contacted.

But we sincerely thank all applicants for their interest in ConnectsUs HR.