

Job Title: HR Subcontractor (As Needed Basis)

Location: Remote

Job Type: Subcontractor / Freelance

About Us: MFS HR Solutions is a dynamic and growing company seeking an experienced HR subcontractor to join our team on an as-needed basis. Our projects span various industries, and we pride ourselves on delivering exceptional HR solutions tailored to our clients' needs.

Job Description: We are looking for a skilled HR professional to support our team with various HR projects. The ideal candidate will have a strong background in human resources, excellent communication skills, and the ability to work independently. This is a flexible, remote position that allows you to manage your own schedule while contributing to meaningful projects.

Key Responsibilities:

- Assist with recruitment and onboarding processes
- Develop and implement HR policies and procedures
- Provide guidance on employee relations and conflict resolution
- Support performance management and appraisal processes
- Ensure compliance with labor laws and regulations
- Assist with HR audits and reporting

Qualifications:

- Minimum of 3 years of HR experience
- Strong knowledge of HR best practices and labor laws
- Excellent interpersonal and communication skills
- Ability to work independently and manage multiple projects
- Proficiency in HR software and Microsoft Office Suite
- Certification in HR (e.g., SHRM-CP, PHR) is a plus

What We Offer:

- Competitive hourly rate
- Flexible work schedule
- Opportunity to work on diverse projects
- Collaborative and supportive team environment

How to Apply: Interested candidates are invited to submit their resume and a cover letter detailing their relevant experience and availability to mollie@mfshrsolutions.com.