



HR and Office Manager

Position Overview:

At Halo Solar, our mission is to engage and empower – for a better life and a sustainable future. Our team is compiled of passionate experts that are dedicated to continued personal growth and education as the solar field continues to expand, and new systems are developed.

We are searching for a full-time HR and Office Manager to join our team. This individual will be responsible for promoting the overall mission and values of Halo Solar by overseeing all human resource functions for the company, managing the office space, and assisting other company staff with administrative duties.

Primary Responsibilities:

1. Oversee all Human Resource Functions for Halo Solar

- Maintain all employee files
- Manage the hiring process for office staff
- Review, track, and document compliance with mandatory and non-mandatory training, continuing education, work assessment, and testing
- Develop and maintain policies and procedures
- Coordinate, document, and track performance evaluations
- Maintain comprehensive benefit plans, manage enrollment, annual renewals, and compliance for Halo Solar

2. Manage Halo Solar Office Space

- Responsible for vendor selection and management
- Purchase, set-up, and maintain workspace supplies, furniture, and equipment
- Ensure office supplies are well stocked and organized
- Maintain coffee, snack, and beverage supplies

3. Assist Company Staff with Administrative Duties

- Collaborate with CFO and other team members to successfully execute various accounting tasks
- Answer phones and transfer calls or take detailed messages
- Perform all other tasks requested



Qualifications and Skills Required:

- 2+ years of experience in HR, office management, or a related field
- Excellent written and oral communication skills
- Strong organizational skills
- Ability to prioritize and multitask
- Proficiency with Microsoft Office Suite

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Administrative Assistant is regularly required to:

- Sit, talk, and hear
- Remain in a stationary position for extended periods of time
- Frequently enter text or data into a computer using a keyboard
- Occasionally lift and move equipment weighting up to 50 pounds
- Frequently ascend/descend stairs
- Constantly converse with employees and customers to exchange accurate information and instructions