



Simpeo is looking for a HR Assistant to join our growing team! Simpeo is a professional employer organization (PEO), and our mission is to help employer groups grow their businesses, reduce costs, and improve the lives of their employees. Through a single easy to use platform, Simpeo has simplified payroll, benefits, and compliance; we are the PEO of the future.

The HR Services Assistant provides support to the HR Services Team & clients. The HR Assistant is expected to be a conceptual thinker with fantastic organizational, time management skills, the ability to multitask and adapt to a fast-paced environment.

This is a full-time position, Monday– Friday.

Preferred Education & Experience:

- A bachelor's degree with Human Resource focus or 1 -2 years of Human Resources experience.
- HRIS platform experience preferred.
- Proficient in Microsoft Suite & Adobe.
- Excellent communication skills, both verbal and written, required.
- PEO experience is preferred but not required.
- HR certification preferred but not required.

Benefits and Perks:

- Paid Time Off
- Robust benefits package including medical, dental, vision & other ancillary benefits.
- Professional development opportunities

Email resumes to careers@simpeo.com