

Date posted: February 3, 2026

Pay: Flat monthly rate per account (varies based on account scope)

Job Description: B.O.S.S. is growing, and we are looking for a grounded, detail-oriented **HR Professional** to join our team! We are looking for someone who can step into various small businesses and nonprofits to provide the clarity and structure they need to support their most important asset: their people.

This is a fractional, part-time role. You will act as the "Human Heart" of our clients' operations, handling administrative compliance and benefits with integrity and transparency.

What You'll Do:

- Manage the "people side" of 2–5 local small business accounts (varies based on your bandwidth)
- Lead and manage annual open enrollment processes
- Create, update, and refine employee handbooks and internal policies to ensure compliance and alignment
- Handle ongoing benefits maintenance and employee-facing documentation
- Coordinate payroll deductions with our bookkeeping team
- Act as a clear, calm point of contact for employee questions regarding benefits and policies
- Work independently on your own schedule with occasional on-site requirements in the Columbus area

What You'll Need:

- 2–3 years of foundational HR experience (specifically in benefits, handbooks, and compliance)
- SHRM-CP certification is a plus, but not required if you have the "know-how" and confidence
- A "relationship-first" mindset—you handle hard conversations thoughtfully and without drama
- Strong attention to detail; you enjoy "cleaning out the operational junk drawer"

- A flexible schedule and the ability to attend local on-site meetings (handbook rollouts, etc.) as needed
- Your own reliable transportation and a professional remote workspace

To Apply: Send your resume and a brief introductory note to Michelle@bossctx.com. We value honesty and personality over corporate jargon!

Job Type: Contract / Fractional

Benefits:

- Highly flexible schedule
- Remote work (with occasional local travel)
- Opportunity to support and grow local small businesses

Ability to Commute:

- Columbus, Texas area (Preferred for occasional on-site needs)

Work Location: Hybrid remote in Columbus, Texas