



Office/HR Administrator

Full Job Description:

About the Opportunity:

We are seeking a positive and energetic Office/HR Administrator who is ready to learn and support our operations for maintaining our high food standards while creating a memorable guest experience. This role will work directly with the Owner.

The Office/HR Administrator is responsible for implementing and overseeing people operations associated with the restaurant including:

- Talent Recruitment
- Candidate interviews
- New hire onboarding
- HR recordkeeping
- Payroll processing
- Month-end procedures
- Problem solving

About our Ideal Candidate skills:

- Effective verbal communication which supports dignity, respect, and professionalism with customers, employees, business partners, and management
- Ability to lead by example and create an enthusiastic environment
- Attention to detail to complete accurate records and ensure compliance necessary for employee records and payroll
- Ability to maintain confidentiality on employee matters
- Capability for training and providing performance feedback
- Familiarity with Microsoft Office and Quickbooks
- Understanding of industry standards for food quality, safety, and cleanliness
- Knowledge of Labor Laws
- Willingness to learn new skills and responsibilities

Minimum Qualifications:

- 2 Years work experience
- Work authorization (when applicable)

About the Details:

- Pay: Starting at \$20/hour, based on qualifications
- Job Type: Full Time
- Weekly day range: Monday - Friday

The Rice House offers:

- Flexible Scheduling
- Employee Discount
- Promotional growth



- Leadership opportunities to coach other team members and provide performance feedback
- Being part of a team that embraces inclusivity and teamwork

The Rice House is an Equal Opportunity Employer.

Additional Questions? Contact us at thericehouses@outlook.com