



Smart HR Services

List of Services



Email: info@SmartHRFL.com

Phone: 786.486.4491

Website: www.SmartHRFL.com



about us



Smart HR Services

and our services



Since we opened our doors for services in 2012, we've strived to deliver exceptional HR consulting services in a welcoming environment that puts you in the driver's seat.

What has set us apart is that we are proud of our latin roots and willing to share our knowledge in both English and Spanish to satisfy the demand for bilingual Human Resources services in South Florida.

We provide customized and flexible solutions to suit your Human Resources needs. We work on or off-site, either as a standalone HR services consultant or in conjunction with your existing human resources team.

Our Packages



- Site walk thru and inspection for HR general compliance and audits
- 2 hours visit biweekly
- Creation of Employee Handbook and company policies as needed
- Payroll and Benefits Management
- Unlimited phone and email consultation

THE STARTER



- Site walk thru and inspection for HR general compliance and audits
- 2 hours visit weekly
- Creation of Employee Handbook and company policies as needed
- Payroll and Benefits Management
- Job posting, screening and evaluation
- On boarding and New Hire Orientation
- Unlimited phone and email consultation

WE ARE GROWING



- Everything from the "We are Growing" Package plus:
- Employee Training and Development
- HRIS and ATS recommendation, Optimization and Implementation
- Background checks and psychometric Testing
- Benefits administration, selection and open enrollment
- Performance Management
- Employee relations and conflict resolution
- Culture analysis and review

WE MADE IT

A la carte services

A la carte services are performed at a per hour rate.

HR GENERAL CONSULTING

HR health, safety and legal compliance audits
Company handbook development
Policy and Procedure Development
HRIS (Human Resources Information Systems) selection and implementation
Performance management
General HR counsel

PAYROLL PROCESSING AND BENEFITS MANAGEMENT

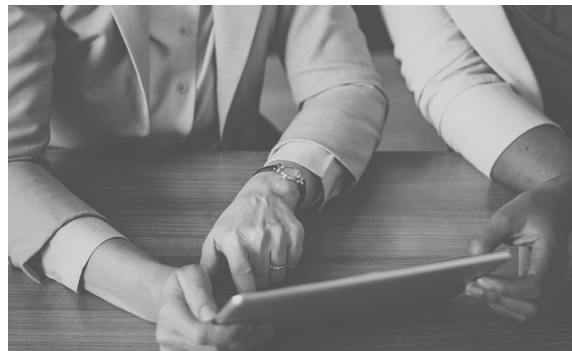
Compensation and market analysis
Payroll processing for all States and types of employees/contractors
Benefits administration and selection
Open enrollment

EMPLOYEE RELATIONS

Conflict resolution, workplace investigations
Downsizing
Rewards & recognition program
Culture analysis and review

STAFFING AND RECRUITING

Temporary recruitment solutions
Job posting, screening & evaluations
Employee Value Proposition (EVP) Employment branding, candidate experience & social media strategy
Applicant Tracking System (ATS) recommendations, optimization and implementation
Background check and psychometric testing
Job descriptions creation
On-boarding & new employee orientation
Employee training and development



PERSONALIZED SOLUTIONS FOR YOUR UNIQUE BUSINESS

Smart HR Services Solutions is designed to support your business, whether a startup or an established business. We customize a solution that assists your efforts to comply with regulations, including proactive training about employment law, leadership, HR management; and effective management tools to create a winning workforce and a positive working environment.