



Office Manager & HR Specialist

Office Manager - FT

Who we are:

Saalt empowers people to care for their periods in a healthy and sustainable way. We do this by creating high-performance products and stigma-breaking branding that engage customers and communities, pioneering the way to bring sustainable, clean period care to the mainstream consumer. Saalt invests in women and communities across the globe through period care donations, and by funding scholarships and life skills training to change generations.

As a certified B Corp, we strive to be the change we seek in the world, conduct business knowing that people and planet matter and aspire to use business as a force for good to benefit all. We create modern reusable period care without the toxins, the chemicals, and the wrappers you throw away every month. We commit to do more with less, make deliberate choices about our bodies, and believe everyone should know what their cervix is.

Our growing team based in beautiful Boise, Idaho. www.saaltco.com

The Challenge:

Saalt is looking for a full-time Office Manager and HR Specialist to support our growing Saalt office and team. Saalt is moving quickly and change is constant. To succeed in this position, a candidate must thrive in a bit of chaos. As a young and growing company, much of what we do, we are doing for the first time so this job requires a person who really enjoys figuring out how to do things that they have never done before. This is what we mean by being a self-starter and taking initiative. You must be able to understand the objectives of a task, see the resources available, and with that context, find and execute the best solution for Saalt.

If you enjoy working in a fast-paced environment and enjoy problem-solving and creating meaningful physical products that can change people's lives, this job is for you. Saalt supports a healthy work/life balance. Great benefits including health dental, vision, hearing, life.

What you'll do:

- Manage IT needs including all equipment (computer, video calling, printer) set up and troubleshooting
- Create wholesale invoices
- Reorder office supplies and materials
- Pay bills bi-monthly, send wires
- Manage office needs and supply purchases
- Help create and document company procedures
- Maintain important company documents (passwords, company directory, etc.)
- Must be skilled in Microsoft office, excel
- Help company register for certifications

- Keep office clean and organized
- Recruiting and staffing logistics
- Onboarding of new hires
- Organizational and space planning
- Organization development
- Employee orientation, development, and training
- Policy development and documentation
- Company-employee communication
- Employee safety, welfare, and wellness education
- Plan and organize company events

What you'll need to succeed:

Experience and Competencies:

- Problem solving
- Ability to learn and adapt quickly
- Proven success in Office Management
- Familiarity with accounting processes
- Hiring and Staffing
- Create and deliver training
- Motivates others
- Good listener
- Conflict management
- Strong in managing up
- Strong and timely communicator, written and verbal
- Can embrace and lead others through change
- Relentless drive for results
- PHR certification a plus

Technical:

- IT set up and troubleshooting experience
- Office Applications
- G-Suite tools
- Slack
- Presentation tools

At Saalt, we immerse our team in an exceptional work environment with opportunities to learn and grow. You will be surrounded by colleagues who are committed to ensuring your success. If you're looking to make an impact on the world, Saalt is the place for you.