



Kelly Roach International
1379 Dilworthtown Crossing #111, West Chester, PA 19382

Kelly Roach international is looking for a dynamic HR representative to join our rapidly growing team. This individual will manage all aspects of employment documentation, legal, operational and administrative functions within the HR realm of the company.

We are looking for an individual who wants enjoys a fast paced, ever changing role with a variety of projects tasks and deliverables. This role is perfect for a hands on individual that enjoys communicating, interacting and supporting leaders, management and the overall team to optimize organizational effectiveness.

This includes but is not limited to:

Legal compliance

New employee orientation, set-up and onboarding

Payroll submittal and management/tracking and submission of pto time

Commission audits and approvals

Recruiting, reference checks, confirming interviews with internal leadership

Assist with internal delivery on coach onboarding and training process, assessment and testing

Partnering with CEO on policy creation/update to employee handbooks

Administrative tasks, paperwork, organization and documentation in a variety of systems and platforms

Must be a superior communicator and display exceptional attention to detail.

We are in a period of hyper growth in which we require an HR partner that brings strategies, ideas and innovation to the role to protect the company, retain and engage the team and improve our ability to make our company an ideal place to create a lasting career!

This role does require a degree in HR and up to date legal and compliance trainings.

This is a full time role with benefits, holiday and vacation pay, gym membership and cell phone coverage, ongoing learning and development and more!

Apply now with a 2 minute submission video and submit to kelly@kellyroachcoaching.com.



Kelly Roach International

Kelly Roach International is seeking to add its next superstar to our rapidly growing team! This individual will guide, support and push for continuous progress as members go through our intensive business training programs.

This is a unique and dynamic full-time role that is perfect for an individual who desires to work with people and help them succeed. Candidates must display high energy, exceptional organization and the ability to communicate in a clear and succinct way.

We provide a structured program format for the coaches to facilitate complete with templates, worksheets and a progressive curriculum.

Ideal candidates will have business and or coaching experience (athletic, business, etc) and can demonstrate the ability to confidently convey feedback and direction in a non-emotional, yet supportive way. Must love systems and enjoy finding ways to consistently innovate for improved results.

Memory and notetaking to facilitate progressive conversations and truly valuable relationships are essential. Communication skills both written and verbal will be the key determining factor for success.

Must be willing to invest heavily in going through our programs and truly becoming an expert in the models and systems we teach. We are open to individuals who have sold a business of their own in the past or have had career experience that lends itself well to the key career requirements.

About Kelly Roach International

Kelly Roach is known as THE BUSINESS CATALYST, helping elite business owners become game changers in their field and achieve million dollar + breakthroughs in their business.

As a former Fortune 500 executive who built and led record-breaking teams in 17 locations around the US, Kelly's programs and consulting encompass billion dollar corporate strategies combined with the speed and agility of the most powerful online strategies of today.

Kelly is a featured expert on ABC, NBC, Good Day, the CW and in some of the world's leading publications such as Inc. and Forbes where she shares the principles of her best-selling books and top podcast, Unstoppable Success Radio.



Kelly is committed to ongoing philanthropic work to bring clean drinking water to those who do not have access and is the co-founder of Give Her Courage, a movement to instill courage and confidence in the girls of our future from the start.