

RHRS  
COMMERCIAL  
CATALOG



Right HR Solutions

# Elevate Your Business with Us

## Why We Exist



Whether you're a business or an individual, gaining access to top-tier HR and legal support shouldn't be complicated.

## How We Help



That's why our process is designed to be fast, seamless, and effective giving you exactly what you need, when you need it.

## Solution Implementation



From compliance to consulting, we're your trusted partner in navigating today's workplace challenges with clarity and confidence.

## Who We Are?

At Right HR Solutions, we are more than just an HR service provider. We are your dedicated partner in building, managing, and growing your workforce. With a team of seasoned HR professionals, we focus on delivering customized solutions that meet the unique needs of each client, ensuring that your business thrives with the right talent and support.

### RHRS

1600 NW 2nd Ave; Suite 20 Boca Raton, FL.  
33432

### Get in Touch



(561) 493-3950



[info@righthrsolutions.com](mailto:info@righthrsolutions.com)



[www.righthrsolutions.com](http://www.righthrsolutions.com)

## *Welcome to Right HR Solutions' Commercial Catalog*

*At Right HR Solutions (RHRS), we are dedicated to delivering professional, reliable, and affordable human resources and business support services customized to meet our clients' unique needs. This catalog provides a complete guide to our commercial services, including transparent pricing and clear descriptions of what we offer.*

*Our mission is straightforward: to empower organizations by simplifying HR and administrative tasks, reducing complexity, and boosting operational efficiency. Whether you're a small business, a growing company, or an established organization, our services are designed to let you focus on your core mission. At the same time, we manage the essential support functions that keep your operation running smoothly.*

*We look forward to partnering with you and delivering solutions that bring measurable value to your organization.*

*Thank you for choosing Right HR Solutions—your trusted partner in people, processes, and performance.*

*You are in good hands*

## *About Right HR Solutions*

*Right HR Solutions was established by Marie M. Laplante, MBA, PHR, a seasoned Human Resources executive with over 22 years of experience. Built on her vision of providing expert HR support to businesses of all sizes, the firm is committed to delivering tailored solutions that promote positive workplace cultures, ensure compliance, and empower employees to succeed.*

*Our service offerings—spanning staffing, payroll management, training, and development—are created to simplify and streamline HR processes, enabling companies to focus on growth and long-term success. With both strategic and practical HR expertise across various industries, Marie has established Right HR Solutions as a trusted partner for organizations seeking effective and reliable support.*

*Over the years, our dedication to quality and professionalism has been acknowledged through numerous industry certifications, highlighting our commitment to excellence in every service we offer.*

## *Right HR Solutions Commercial Market Rates*

### Professional Services Offering and Pricing

***Right HR Solutions offers a comprehensive range of professional services designed to support your organization's operational and strategic goals. From HR compliance and talent management to administrative support and project coordination, our team provides expertise that improves efficiency and offers peace of mind. We customize our services to match your business objectives, helping you save time, minimize risks, and focus on growth.***

Skill Category	Unit	Price in USD
Attorney I	Hourly	124.65
Attorney II	Hourly	185.30
Legal Assistant I	Hourly	68.50
Legal Assistant II	Hourly	83.76
Paralegal	Hourly	106.50
Management Consultant I	Hourly	124.38
Management Consultant II	Hourly	148.32
Senior Consultant	Hourly	179.45
Technical Writer I	Hourly	45.60
Technical Writer II	Hourly	65.30
Graphic Designer I	Hourly	45.20
Graphic Designer II	Hourly	52.30

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## *Administrative Services Offering and Pricing*

***Right HR Solutions provides reliable administrative support to keep your business running smoothly. Our services include document management, data entry, scheduling, reception, and general office tasks, making sure daily responsibilities are managed with accuracy and professionalism. By optimizing your administrative functions, we enable your team to focus on high-priority tasks while we handle the details.***

Skill Category	Unit	Price in USD
Administrative Assistant	Hourly	44.23
Executive Assistant	Hourly	50.62
Office Clerk – General	Hourly	41.37
Receptionist	Hourly	39.24
Data Entry Specialist	Hourly	28.94
File Clerk	Hourly	38.11
Records Management Clerk	Hourly	32.53
Program Support Specialist	Hourly	48.52
Word Processor	Hourly	32.72
Office Manager	Hourly	104.31
Human Resources Assistant	Hourly	38.15
Procurement Clerk	Hourly	34.23
Mailroom Clerk	Hourly	33.34
Customer Service Representative	Hourly	27.21
Billing Clerk	Hourly	31.64
Travel Coordinator	Hourly	36.86
Scheduler	Hourly	35.35
Training Coordinator	Hourly	36.17
Transcriptionist	Hourly	34.05
Communications Clerk	Hourly	28.32
Payroll Clerk	Hourly	26.15
Time and Attendance Clerk	Hourly	32.73
Legal Secretary	Hourly	39.68
Financial Clerk	Hourly	36.44
Contract Support Clerk	Hourly	37.13

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## *Right HR Solutions*

### *Administrative Labor Category Descriptions*

#### **Administrative Assistant**

Performs various administrative activities/tasks and is responsible for supporting day-to-day operations within the organization by performing a wide range of clerical and organizational tasks. These duties can include managing schedules, handling correspondence, preparing reports, maintaining filing systems, coordinating meetings, and providing general support to executives, managers, or teams. The Administrative Assistant plays a critical role in ensuring smooth workflow and communication across departments by exercising strong attention to detail, discretion, and time management.

#### **Executive Assistant**

This is a highly skilled professional who provides comprehensive administrative and strategic support to senior executives or high-level leaders within the organization. Responsibilities include managing complex calendars, coordinating high-stakes meetings and travel arrangements, preparing confidential reports and presentations, handling communications on behalf of the executive, and serving as a liaison with internal and external stakeholders. Executive Assistants must demonstrate exceptional discretion, organizational acumen, and decision-making ability, often acting as a gatekeeper and trusted advisor.

#### **Office Clerk – General**

The General Office Clerk performs a variety of administrative and clerical tasks to support the daily operations of the office. Typical duties include filing documents, answering phones, data entry, processing mail, and assisting with scheduling and recordkeeping. Responsibilities include greeting visitors, maintaining office supplies, and performing basic bookkeeping tasks. General Office Clerks must be detail-oriented, organized, and able to multitask in a fast-paced environment. Their flexibility and support help ensure smooth and efficient office operations across departments.

## **Receptionist**

Responsible for maintaining the overall professional demeanor of the reception area of the office. The receptionist serves as the first point of contact for visitors and clients, providing a welcoming and experienced front office presence. Responsibilities typically include answering and directing phone calls, greeting guests, managing incoming and outgoing mail, scheduling appointments, and maintaining the reception area. Receptionists often handle basic administrative tasks such as data entry, filing, and calendar management. Strong communication skills, a friendly demeanor, and the ability to multitask are essential for ensuring smooth day-to-day operations and providing a positive experience for all who enter the organization.

## **Data Entry Specialist**

Responsible for accurately inputting, updating, and maintaining data in digital systems and databases. This role requires attention to detail, speed, and precision to ensure information is recorded correctly and consistently. Typical tasks include entering data from paper documents, verifying the accuracy of existing records, generating reports, and conducting regular audits to ensure data integrity and accuracy. Proficiency in typing, familiarity with data management software, and a strong commitment to confidentiality are essential for success in this role. The Data Entry Specialists play a crucial part in supporting business operations by ensuring information is organized, accessible, and reliable.

## **File Clerk**

The file clerk is responsible for organizing, maintaining, and retrieving physical or digital records in an orderly and efficient manner. Their duties include filing documents according to established systems, accurately labeling folders, scanning and indexing files, and ensuring that confidential information is handled with discretion. File Clerks also assist in managing document storage and archiving processes to support smooth administrative operations. Attention to detail, strong organizational skills, and familiarity with filing systems (both electronic and manual) are key to performing this role effectively. They play a vital role in keeping office information accessible, secure, and up-to-date.

### **Records Management Clerk**

The Records Management Clerk is responsible for creating, organizing, maintaining, and securing records and documents in accordance with company policies and applicable regulations. This role involves classifying, indexing, and archiving both physical and electronic records to ensure easy retrieval and compliance with retention schedules. The Records Management Clerk may also support audits, manage document destruction timelines, and ensure that data privacy and confidentiality standards are upheld. Strong attention to detail, familiarity with records management systems, and an understanding of legal and regulatory requirements are essential to ensure the integrity and accessibility of organizational records.

### **Program Support Specialist**

Provides administrative support to office staff. Duties include: copying, filing, faxing, scheduling appointments, making travel arrangements, and assisting with the phones. Relieves office staff of minor administrative and business details. Works under minimal supervision. Proficient with office procedures and good computer proficiency with Microsoft Office, and experienced with mail merge.

### **Word Processor**

Uses word processing equipment, personal computers, or workstations linked to a larger computer or local area network to produce a variety of documents, such as correspondence, memos, publications, forms, reports, tables, and graphs.

### **Office Manager**

The Office Manager oversees the daily administrative operations of an office, ensuring efficiency, organization, and smooth workflow across departments. Responsibilities typically include managing office supplies, coordinating schedules, supervising administrative staff, handling vendor relationships, and supporting budgeting and invoicing processes. The Office Manager acts as a central point of communication between departments and may also assist with HR-related functions such as onboarding and maintaining personnel records. This role requires excellent organizational, communication, and leadership skills, along with the ability to multitask and maintain a productive work environment.



## **Human Resources Assistant**

The Human Resources Assistant provides essential administrative support to the HR department, ensuring smooth and efficient HR operations. Key responsibilities typically include maintaining employee records, assisting with recruitment and onboarding processes, scheduling interviews, processing HR documents, and responding to employee inquiries regarding policies, benefits, and procedures. The HR Assistant also helps coordinate training sessions and supports compliance with labor regulations. Strong attention to detail, discretion, organizational skills, and proficiency with HR software and databases are essential for success in this role.

## **Procurement Clerk**

The Procurement Clerk supports the purchasing and supply chain functions of an organization by performing administrative and clerical tasks related to acquiring goods and services. Responsibilities typically include preparing purchase orders, verifying invoices and delivery receipts, maintaining vendor records, tracking shipments, and ensuring compliance with procurement policies and procedures. The Procurement Clerk communicates with suppliers to obtain price quotes, delivery schedules, and product availability. Attention to detail, organizational skills, and proficiency in procurement or enterprise resource planning (ERP) systems are essential for success in this role.

## **Mailroom clerk**

The Mailroom Clerk is responsible for managing the receipt, sorting, and distribution of incoming and outgoing mail and packages within an organization. Duties include operating mailroom equipment, logging deliveries, preparing outgoing mail for shipment, and ensuring timely and accurate delivery to appropriate departments or staff. The Mailroom Clerk may also handle confidential materials, maintain records of mail activity, and assist with shipping and courier services. This role requires strong organizational skills, attention to detail, and the ability to work efficiently in a fast-paced environment.

## **Customer Service Representative**

The Customer Service Representative serves as the primary point of contact between a company and its customers, providing support, information, and solutions to inquiries, issues, and concerns. Responsibilities include answering phone calls and emails, processing orders, resolving complaints, documenting customer interactions, and maintaining a positive and professional demeanor. Customer Service Representatives must have excellent communication and problem-solving skills, a customer-focused mindset, and

proficiency in using customer relationship management (CRM) systems or call center software. This role plays a critical part in ensuring customer satisfaction and retention.

### **Billing Clerk**

The Billing Clerk is responsible for preparing, issuing, and managing invoices for services rendered or products sold. This role involves reviewing billing data for accuracy, reconciling accounts, maintaining financial records, and communicating with customers to address billing inquiries or discrepancies. Billing Clerks must be detail-oriented, organized, and proficient in accounting software and spreadsheet tools. Strong numerical aptitude and the ability to maintain confidentiality and accuracy in financial transactions are essential for success in this position.

### **Travel Coordinator**

The Travel Coordinator manages all aspects of travel arrangements for individuals or groups within an organization. This includes booking flights, hotels, and ground transportation, as well as preparing detailed itineraries. They ensure travel plans comply with company policies and budgets while meeting traveler preferences and needs. Travel Coordinators are responsible for resolving travel issues, securing travel documentation (such as visas or travel insurance), and maintaining accurate travel records. Strong organizational skills, attention to detail, and proficiency with travel booking systems and expense reporting tools are essential in this role.

### **Scheduler**

The Scheduler is responsible for organizing and maintaining efficient schedules for individuals, teams, or entire departments. This role involves coordinating appointments, meetings, project timelines, and resource allocation to ensure seamless daily operations. Schedulers often use specialized software to manage calendars, avoid conflicts, and make real-time adjustments based on changing priorities. They play a critical role in supporting productivity by anticipating scheduling needs, communicating updates promptly, and maintaining detailed records of all scheduled activities. Strong communication, time management, and problem-solving skills are essential for success in this position.

### **Training Coordinator**

The Training Coordinator is responsible for planning, organizing, and facilitating training programs within an organization. This role involves identifying training needs, scheduling

sessions, coordinating with instructors and trainees, managing training materials, and maintaining accurate records of participation and outcomes. The Training Coordinator ensures that all programs align with organizational goals and compliance requirements, while also tracking effectiveness through feedback and performance metrics. Strong organizational, communication, and administrative skills are essential, along with the ability to manage multiple training initiatives simultaneously.

### **Transcriptionist**

The Transcriptionist is responsible for listening to audio recordings and accurately converting them into written documents. This role requires excellent listening skills, attention to detail, and strong grammar and typing abilities. Transcriptionists often work with medical, legal, or general business recordings, ensuring confidentiality and precision in their work. They may also edit and format transcripts according to specific guidelines and verify technical terms, names, and other details for accuracy. Familiarity with transcription software and the ability to meet tight deadlines are key attributes for success in this role.

### **Communications Clerk**

The Communications Clerk supports the flow of information within an organization by handling incoming and outgoing correspondence, maintaining records, and ensuring the timely delivery of messages across departments. Responsibilities include drafting routine communications, distributing mail or digital messages, managing communication logs, and coordinating with internal teams or external contacts. Strong organizational skills, attention to detail, and proficiency with office software and communication platforms are essential. The role often serves as a key liaison between departments, helping maintain effective and professional communication throughout the organization.

### **Payroll Clerk**

A Payroll Clerk is responsible for processing employee wages and ensuring accurate and timely payroll operations. This includes collecting and verifying timesheets, calculating earnings, deductions, and benefits, and preparing paychecks or direct deposits. Payroll Clerks also maintain employee payroll records, respond to payroll-related inquiries, and ensure compliance with federal, state, and local tax regulations. Attention to detail, confidentiality, and familiarity with payroll software and accounting principles are essential for success in this role.

### **Time and Attendance Clerk**

A Time and Attendance Clerk is responsible for tracking employee work hours, maintaining attendance records, and ensuring compliance with organizational policies and labor regulations. This role involves reviewing and verifying timesheets, entering time data into payroll systems, monitoring leave balances, and resolving discrepancies related to hours worked or leave taken. Time and Attendance Clerks work closely with HR and payroll departments to support accurate compensation and ensure proper documentation for audits and reporting. Strong attention to detail, organizational skills, and proficiency in timekeeping systems are essential for this position.

### **Legal Secretary**

The Legal Secretary provides high-level administrative support to attorneys and legal teams by preparing legal documents, maintaining case files, managing schedules, and coordinating communications with clients, courts, and other legal professionals. This role includes drafting correspondence, filing court documents, transcribing legal dictation, and organizing legal research. Legal Secretaries must be highly organized, discreet, and proficient in legal terminology, procedures, and software. Their work is essential to ensuring the smooth operation of legal offices and supporting the delivery of effective legal services.

### **Financial Clerk**

A Financial Clerk performs administrative and clerical tasks to support financial operations within an organization. Responsibilities typically include processing invoices, maintaining financial records, reconciling accounts, preparing reports, and assisting with payroll or billing functions. Financial Clerks may work in accounting, bookkeeping, auditing, or other finance-related departments. Attention to detail, proficiency in financial software, and a solid understanding of basic accounting principles are essential for this role. Their accuracy and efficiency help ensure that monetary transactions are recorded and processed correctly and on time.

### **Contract Support Clerk**

The Contract Support Clerk provides administrative and clerical assistance in managing and maintaining government or commercial contracts. Duties typically include preparing and reviewing contract documents, maintaining contract files, tracking deadlines and deliverables, assisting with data entry into contract management systems, and ensuring compliance with contract terms and procedures. This role requires attention to detail,

organizational skills, and familiarity with procurement and contract processes. The Contract Support Clerk plays a crucial role in supporting contract administrators and procurement officers to ensure the timely and accurate execution and documentation of contracts.

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## *Right HR Solutions*

### *Professional Services Labor Category Descriptions*

#### **Attorney I**

The competent, ethical, and diligent representation of clients in all cases involving tort practice, moderate to severe injuries and/or damages, including preparation of pleadings, motions, discovery, and briefs, attendance at hearings, conferences, interviews, trials, or arbitrations, and performance of any other tasks or duties necessary for the proper representation of clients. Consulting with and rendering opinions to members of the Claims Department concerning the legal aspects of the handling of personal injury claims, and maintaining and updating computerized litigation support systems for assigned caseloads. Four-year college degree, law school degree, and member in good standing of the State Bar.

#### **Attorney II**

This is an experienced attorney associate with 2-5 years' experience in complex business litigation. We seek highly qualified candidates with excellent academic credentials and superb research and writing skills. Top candidates will have substantial experience with complex motion practice, depositions, and some trial or arbitration experience.

#### **Legal assistant**

This position works under close supervision with required assistance readily available. Persons in this position typically perform the following: Consult prescribed sources of information for facts relating to matters of interest to the program; Review documents to extract selected data and information relating to specific items; Review and summarize information in prescribed format on case precedent and decisions; Search and extract legal

references in libraries and computer-data banks; Attend hearings or court appearances to become informed on administrative and/or court procedures and the status of cases, and where necessary, assist in the presentation of charts and other visual information.

## **Paralegal**

Reviews case materials to become familiar with questions under consideration. Searches for and summarizes relevant articles in trade magazines, law reviews, published studies, financial reports, and similar materials for use of attorneys in the preparation of opinions, briefs, and other legal documents; Prepares digests of selected decisions or opinions which incorporate legal references and analyses of precedents involved in areas of well-defined and settled points of law; Interviews potential witnesses and prepares summary interview reports for the attorney's review; participates in pre-trial witness conferences, notes possible deficiencies in case materials (e.g., missing documents, conflicting statements) and additional issues or other questionable matters, and requests further investigation by other agency personnel to correct possible deficiencies or personally conducts limited investigations at the pre-trial stage; Prepares and organizes trial exhibits, as required, such as statistical charts and photographic exhibits. Verifies citations and legal references on prepared legal documents; Prepares summaries of testimony and depositions; Drafts and edits non-legal memoranda, research reports, and correspondence relating to cases.

## **Management Consultant I**

The Management Consultant I provides entry-level support in analyzing organizational challenges and identifying opportunities for improvement in operations, processes, and strategy. Under the guidance of senior consultants or project leads, they assist with data collection, research, benchmarking, and the development of recommendations to improve efficiency, performance, and outcomes. This role often includes preparing presentations, drafting reports, and supporting project management tasks. The Management Consultant I applies foundational consulting skills and business knowledge to help clients achieve their strategic and operational goals. This person holds a BA or BS degree in addition to an MBA.

## **Management Consultant II**

The Management Consultant II serves as a mid-level professional who leads segments of consulting projects, leveraging both analytical and interpersonal skills to assess organizational needs and deliver tailored solutions. This role involves conducting in-depth

research, performing data analysis, facilitating client meetings, and developing strategic recommendations that drive business improvement and innovation. The consultant may also supervise junior team members and contribute to client relationship management. With a strong foundation in business practices and consulting methodologies, the Management Consultant II is capable of independently managing workstreams and supporting the successful execution of client engagements across various industries. This person holds a BA or BS degree in addition to an MBA and a minimum of five years of experience.

### **Senior Consultant**

The Senior Consultant is a seasoned professional responsible for leading complex projects, providing strategic guidance, and delivering high-value solutions to clients. This role involves managing client relationships, overseeing multiple work streams, and ensuring that project milestones and objectives are met effectively. The Senior Consultant applies deep industry knowledge and analytical expertise to identify challenges, develop actionable strategies, and implement process improvements. They also mentor junior consultants, contribute to business development, and support organizational change initiatives. With a strong command of consulting frameworks and stakeholder engagement, the Senior Consultant is a trusted advisor who helps clients achieve sustainable results. This senior consultant holds a BA or BS degree, in addition to an MBA, and has a minimum of ten years of experience.

### **Technical Writer I**

The Technical Writer I is an entry-level professional who develops clear, concise, and user-friendly documentation to support technical products, processes, and systems. Working under the guidance of senior staff, they assist in creating manuals, user guides, standard operating procedures (SOPs), training materials, and other technical content. They collaborate with engineers, developers, and subject matter experts to gather information and translate complex concepts into accessible language for a variety of audiences. A Technical Writer I ensures that all documentation complies with relevant standards and formatting requirements while supporting knowledge transfer and operational efficiency.

### **Technical Writer II**

The Technical Writer II is a mid-level professional responsible for independently developing, editing, and maintaining comprehensive technical documentation, including user manuals, system operation guides, standard operating procedures (SOPs), training

materials, and technical reports. They work closely with subject matter experts, engineers, developers, and project managers to interpret complex technical information and translate it into explicit, user-friendly content tailored to various audiences. Technical Writer II professionals are proficient in using documentation tools and ensuring consistency with organizational and regulatory standards. They may also lead document reviews, manage version control, and contribute to quality assurance and knowledge management initiatives across projects.

### **Graphic Designer I**

The Graphic Designer I is an entry-level creative professional who assists in designing visual content for print, digital, and multimedia platforms. They support the development of graphics, layouts, illustrations, and branding materials under the guidance of senior design staff. This role requires basic proficiency in graphic design software such as Adobe Creative Suite (Photoshop, Illustrator, InDesign) and a solid understanding of design principles, including color theory, typography, and composition. The Graphic Designer I collaborates with marketing, communications, and technical teams to ensure visual consistency and alignment with organizational goals, while adhering to brand guidelines and project timelines.

### **Graphic Designer II**

The Graphic Designer II is a mid-level creative professional responsible for independently developing and executing a wide range of visual materials across print, digital, and multimedia platforms. This role involves creating compelling graphics, layouts, infographics, and branding assets that effectively communicate complex ideas and support organizational goals. The Graphic Designer II demonstrates advanced proficiency in design tools such as Adobe Creative Suite and possesses strong knowledge of design principles, user experience, and accessibility standards. They work collaboratively with internal stakeholders, manage multiple projects simultaneously, and may provide creative direction or mentorship to junior designers.

*We hope you choose Right HR Solutions to be your trusted partner in people, processes, and performance.*