

HR Coordinator

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$24.70 to \$28.60 hourly
Employment status: Contract / Temporary

Description

Robert Half is now seeking a qualified HR Coordinator to start asap!

The job duties are:

1. Assist with all divisional recruitment and hiring related inquiries or requests.
2. Administration and management of HR SharePoint workflow
3. Assist with the recruitment process, interviews, HR events and maintain agendas
4. Coordinate and support with the divisional interviews
5. Assist in divisional HR activities including providing status updates on section's recruitment status, updating electronic SharePoint workflow, and working with hiring managers to troubleshoot any potential issues that arises.
6. Redirect HR related calls or distribute correspondence to the appropriate person of the team
7. Perform orientations, on-boarding and update records with new hires
8. Produce and submit reports on general HR activity
9. Support other functions as assigned

If you're interested in applying for this role please contact Karl Strand at 415-503-5282 and reference job ID# 00410-0012393039

Requirements

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creative, legal, and administrative and customer support roles.

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Questions? Call your local office at 1.888.490.4154. Robert Half will consider qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. All applicants applying for U.S. job openings must be authorized to work in the United States. Benefits are available to temporary professionals. Visit <https://roberthalf.gobenefits.net/> for more information.

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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.