

## Human Resources (HR) Assistant

**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:** \$17.00 to \$18.00 hourly  
**Employment status:** Contract / Temporary

### Description

Robert Half is looking to fill a Human Resources Assistant position in the Service industry. The Human Resources Assistant will be responsible for handling a number of different personnel related administrative tasks and will provide clerical support to the HR department and employees regarding human resources related activities, policies, processes, and procedures. This short-term contract opportunity is with an organization in the Service industry and is based in the Vienna, Virginia area.

#### Major responsibilities

- Research the internet to locate potential customers
- Plan new employee orientation meetings
- Perform various administrative duties
- Update employee database logs
- Review employee contracts
- Perform HR Audits

### Requirements

- Expertise in Microsoft Office
- Strong Grammar experience preferred
- Strong familiarity with Human Resources (HR) Administration
- navigating basic office equipment and protocols experience
- Willing to work as part of a team or independently and have the drive to take on a variety of tasks and projects
- Approachable and appropriate demeanor when interacting with all levels of staff in a rapidly changing environment
- Capable in office applications and software, as well as Human Resource Information Systems (HRIS)
- Prior experience handling confidential business matters and information with discretion

- Strong communication skills and able to receive criticism well

- HR related experience desired

If you are a self-starter who is passionate about supporting a dynamic and growing company, we would love to hear from you! Contact us now - this position is available and will be staffed by the end of the week!

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-Robert Half is the world's first and largest specialized talent solutions firm that connects highly qualified job seekers to opportunities at great companies. We offer contract, temporary and permanent placement solutions for finance and accounting, technology, marketing and 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.**