

The SOFEI Group, Inc. (4723)
To: Employment Counselor
Date: 05/17/2024



22314

Alexandra, VA, 22314

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

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

Requirements

Human Resources (HR) Administration, Full Cycle Recruiting

**If your interested in this position please apply online and contact Talent Manager Karl Strand @ 415.503.5282

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