

## Recruiter III

**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:** \$30.00 to \$35.00 hourly  
**Employment status:** Contract / Temporary

### Description

One of Robert Half's clients, a dynamic organization, needs a highly-skilled Human Resources Recruiter! One of the most important parts of your role as the Human Resources Recruiter is full-cycle recruiting in support of a diverse array of positions across varying departments such as accounting, marketing, operations, administrative and technology. This client is looking for a self-starter wanting to learn and to grow. You might be right for this position, if you're comfortable not only with recruiting functions but also a variety of personnel related administrative tasks, including providing clerical support to the HR department. We are looking for an achievement-oriented and thorough Human Resources Recruiter looking to improve their skill set. We will consider you for this exciting and hands-on Human Resources Recruiter position if you apply today. This long-term contract / temporary employment opportunity is based in the Arlington, Virginia area.

### Responsibilities

- Handling new-hire on-boarding paperwork/orientations
- Developing copy and posting job opportunity advertisements
- Administering interviews
- Collecting and sorting candidates through various sources and platforms
- Developing internal recommendations
- Applying digital recruiting resources
- Implementing various administrative duties

### Requirements

- Capable in office applications and software, as well as Human Resource Information Systems (HRIS)
- We need someone who is highly professional; able to use good judgment and maintain a high level of confidentiality and sensitivity
- Experience writing procedure manuals, user instructions, business correspondence, and general report writing
- Proficiency with office applications and software, as well as social media platforms
- Desire to thrive in scenarios of team-based work or independent tasks, always looking to learn more and take initiative on a number of different projects and tasks
- 2+ years of full-cycle recruitment experience
- Previous experience working with Management System
- HRBP experience highly desired
- Cost Effective experience preferred
- Experience with Recruiting Processes
- Communication experience
- Expertise in analytics
- Hands-on experience with ATS - Asynchronous Transfer Mode
- Demonstrated knowledge of Onboarding
- Background working with Deliverable
- Foundational knowledge in Recruiting Strategy

- Full Cycle Recruiting experience highly valued
- USA Cedar.AI experience desired
- General familiarity with Stakeholders
- Deep understanding of Selection Process
- Prior experience with Screen Candidates
- Knowledge of Source Candidates
- Adeptness in Hiring Processes
- Foundational knowledge in Presentations
- Comprehension of A Plus
- Practical knowledge of Client Relations
- Proficiency in Human Resources (HR) Administration
- LinkedIn experience highly preferred
- Workstation Support experience highly desired
- Good understanding of timelines
- Earlier work involving Proficiency

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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.

Robert Half puts you in the best position to succeed by advocating on your behalf and promoting you to employers. We provide access to top jobs, competitive compensation and benefits, and free online training. Stay on top of every opportunity – even on the go. [Download the Robert Half app](#) and get 1-tap apply, instant notifications for AI-matched jobs, and more.

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.**