

## Human Resources 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 \$21.00 hourly  
**Employment status:** Contract / Temporary

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### Description

The Human Resources Assistant will provide administrative and clerical support to the Human Resources department and employees. In this role, you will need to be a self-starter with willingness to learn and take initiative.

### Responsibilities:

- Organize and conduct new employee orientation
- Oversee and maintain service requests (such as questions regarding onboarding, pre-employment screening, documentation, etc)
- Identify and resolve errors within service requests
- Maintain appropriate documentation and adhering to the privacy of the candidates and employees

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### Requirements

- Prior experience handling confidential information
- Experience with HRIS
- Strong communication and interpersonal skills
- Solid understanding of navigating basic office equipment and protocols

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**This Job Posting will expire in 10 days.**