

## 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:** \$21.00 to \$23.00 hourly  
**Employment status:** Contract / Temporary

### Description

Robert Half is looking for an entry level Human Resources (HR) Coordinator. The perfect candidate would be completing administrative duties for the human resources department on a contract basis. They will be assisting the HR managers with recruitment, onboarding, maintain employee records, and provide administrative support to all employees. This position is in office and in the Mclean VA area.

### Requirements

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- Assists department in carrying out a variety of human resources programs and procedures for all company employees
- Administers employee record systems to include compensation, performance management, and maintenance of employee records
- Performs routine filing, scanning, and archiving of records to ensure record retention compliance
- Assists in benefits data administration to include activation and termination in various third-party systems
- Assists the HR Recruiter with recruiting and the onboarding process
- Coordinates and schedules drug tests as part of pre-employment and quarterly frequencies
- Coordinates various new hire processes such as E-Verify, I-9 compliance, notification to state registry, DOT compliance (initial and continued), and employee badging and issuance of equipment based on client requirements
- Maintains Human Resource Information Systems (HRIS) records, ensuring data accuracy through self-audits and reports
- Coordinates with Accounting, Payroll and IT to ensure vendor invoicing, processing of motor vehicle violations, payroll updates, and issued assets
- Coordinates meetings, events, and activities with the HR Department staff
- Updates HR and leadership team on current employee count, terminations, new hires, assets, and similar
- Need to be organized
- Provides backup to HR team in their absence

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