

HR Specialist

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: \$27.55 to \$31.90 hourly
Employment status: Contract / Temporary

Description

If you have a passion for human resources and you're looking for an engaging, new opportunity, Robert Half has a great opportunity as a Human Resources Specialist. This role will involve performing various HR duties, including assisting with sourcing new talent, posting open requisitions, recruiting, new hire orientation, updates to the employee handbook, employee relations, in addition to various other HR functions.

What you get to do every single day

- Oversee benefits and open enrollment programs
- Support updates to internal policies and procedures under the general guidance of the HR leadership team
- Manage the hiring process, including job postings, screening applicants' resumes, performing candidate background checks
- Manage new hire orientation and onboarding
- Manage scheduling and conduct candidate interviews
- Manage employment records for new hires, transfers, promotions, and terminations

Requirements

- Prior HR or recruiting experience
- Experience using Human Resources Information Systems (HRIS) and Applicant Tracking Systems (ATS)
- Understanding of federal, state, and local laws
- Fantastic interpersonal and communications skills are a must
- May require a bachelor's degree in HR or a professional certification in human resources, business management, or a related field
- Knowledge of HR functions and procedures, including compensation and benefits, recruitment, training and development, and managing employee relations
- Proficient with office computer applications and software, as well as social media platforms

Candidates that match the necessary skills and are in urgent need of employment should contact us today!

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 works to put you in the best position to succeed. We provide access to top jobs, competitive compensation and benefits, and free online training. Stay on top of every opportunity - whenever you choose - even on the go. [Download the Robert Half app](#) and get 1-tap apply, notifications of AI-matched jobs, and much more.

All applicants applying for U.S. job openings must be legally authorized to work in the United States. Benefits are available to contract/temporary professionals, including medical, vision, dental, and life and disability insurance. Hired contract/temporary professionals are also eligible to enroll in our company 401(k) plan. Visit 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.