

## Recruiter

**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:** \$25.00 to \$30.00 hourly  
**Employment status:** Contract / Temporary

## Description

Have you worked as an HR Recruiter before? Take the next step in your career in this career-building role. Robert Half is currently looking for a highly-skilled Human Resources Recruiter to join a dynamic organization. If you are a self-starter wanting to learn and to grow, you could be the person we're seeking for our client. If you can confidently perform a variety of personnel related administrative tasks, provide clerical support to the HR department, and full-cycle recruiting in support of a diverse group of positions, you're a good candidate for this position. Submit an application for this role now! This short-term contract employment opportunity is based in the Herndon, Virginia area.

### Responsibilities

- Backing new-hire on-boarding paperwork/orientations
- Guiding internal recommendations
- Composing and posting job opportunity advertisements
- Leveraging digital recruiting resources
- Delivering and sorting candidates through various sources and platforms
- Running interviews
- Supervising various administrative duties

## Requirements

- This position needs to have proficiency with office applications and software, as well as social media platforms
- Experience writing procedure manuals, user instructions, business correspondence, and general report writing
- Able to work independently as well as part of a team with flexibility and willingness to learn and to take initiative on variety of tasks and projects
- 2+ years of full-cycle recruitment experience
- Are you highly professional? Are you able to use good judgment and maintain a high level of confidentiality and sensitivity?
- Practical knowledge of Human Resources (HR) Administration
- Applicant Track System experience
- Command of Corporate Recruiting
- Demonstrated knowledge of Microsoft Word
- Conducting Phone Screens experience preferred
- Adeptness in Microsoft Excel
- Microsoft Office experience
- General familiarity with Microsoft Outlook
- Strong familiarity with Resume Screening
- Capable in office applications and software, as well as Human Resource Information Systems (HRIS)

-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.

Questions? Call your local office at 1.888.490.4154. 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.**