

## Human Resources (HR) 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:** \$19.00 to \$22.00 hourly  
**Employment status:** Contract / Temporary

### Description

Are you a highly-skilled and motivated Human Resources Assistant looking to join a growing company? Then this opportunity may be ideal for you. Join a growing company with a reputable work environment! The ideal candidate would be highly-skilled and eager to succeed in and whose role will include handling a variety of personnel related administrative tasks while providing clerical support to the HR department and employees regarding human resources related activities, policies, processes, and procedures. If you're an HR Assistant looking for short-term contract / temporary employment in the Alexandria, Virginia area, this opportunity may be for you.

Your responsibilities in this role

- Partake in planning new employee orientation meetings
- Perform various administrative duties
- Research the internet to uncover potential customers
- Manage employee database archives

### Requirements

- Qualified in office applications and software, as well as Human Resource Information Systems (HRIS)
- Approachable and appropriate behavior when interacting with personnel at all levels in a quickly changing environment
- Strong communication and interpersonal skills
- 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
- Data entry experience preferred
- ADP Online experience
- HRIS experience required
- Deep understanding of Human Resources (HR) Administration
- Ability to maintain confidentiality of information and exercise good judgment and discretion in handling and disseminating information

If you are a self-starter who is passionate about supporting a dynamic and growing company, we would love to hear from you! Contact us now - this position is available and will be staffed by the end of the week!

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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.**