

## 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

---

### 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

---

### Requirements

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

---

-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.

© 2022 Robert Half. An Equal Opportunity Employer. M/F/Disability/Veterans. By clicking "Apply Now," you're agreeing to [Robert Half's Terms of Use](#).

---

[Apply Here For Job Posting](#)

Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

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