

## 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:** \$17.00 to \$22.00 hourly  
**Employment status:** Contract / Temporary

### Description

Are you a highly-skilled and motivated Human Resources Assistant seeking to utilize their skills? A company with a well-known culture and progressive work environment has an opportunity that may be of interest to you. Robert Half has an amazing opportunity for a self-starter looking to grow with a reputable company while handling responsibilities such as, handling a variety of personnel related administrative tasks and providing clerical support to the HR department and employees regarding human resources related activities, policies, processes, and procedures. A company in the Silver Spring, Maryland area is looking to hire an HR Assistant. This is a great opportunity for a candidate looking for a short-term contract / temporary position.

### Requirements

**- Available to work in office and commutable to Silver Spring, Maryland**

- Service employee database records
- Be in charge of administrative and office responsibilities
- Use the internet to research potential customers
- Partake in new employee on-boarding orientation planning
- Familiar with office applications and software, as well as Human Resource Information Systems (HRIS)
- Develop Job Descriptions experience desired
- Ability to effectively interact, verbally and in writing
- Approachable and appropriate demeanor when interacting with all levels of staff in a rapidly changing environment
- Experience handling confidential business matters and information with discretion
- Willing to work as part of a team or independently and have the drive to take on a variety of tasks and projects

-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.

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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.**