

HR 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: \$28.50 to \$33.00 hourly
Employment status: Contract / Temporary

Description

A dynamic organization is working with Robert Half to find highly-skilled Human Resources Recruiter. If you can do full-cycle recruiting in support of a diverse array of positions across varying departments such as accounting, marketing, operations, administrative and technology, this Human Resources Recruiter position could be for you. A self-starter wanting to learn and to grow will be best for this position. If you can excel at recruiting functions along with a variety of personnel related administrative tasks, including providing clerical support to the HR department, this job might be for you. This role is well-suited for an ambitious and focused Human Resources Recruiter looking to polish their skills. This exciting and hands-on Human Resources Recruiter position could be yours, so apply today to be considered! This long-term contract / temporary employment opportunity is based in the Washington, District of Columbia area.

Key responsibilities

- Supplying and screening candidates through various sources and platforms
- Utilizing digital recruiting resources
- Influencing internal recommendations
- Assisting with new-hire on-boarding paperwork/orientations
- Drawing up and posting job opportunity advertisements
- Carrying out various administrative duties
- Carrying out interviews

Requirements

- Full Cycle Recruiting experience desired
- 2+ years of full-cycle recruitment experience
- Capable in office applications and software, as well as Human Resource Information Systems (HRIS)
- We need someone who is highly professional; able to use good judgment and maintain a high level of confidentiality and sensitivity
- Proficiency with office applications and software, as well as social media platforms is required
- 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

-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.