

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: \$20.81 to \$24.09 hourly
Employment status: Contract / Temporary

Description

One of Robert Half's clients, a dynamic organization, needs a 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. This position will be best filled by a self-starter wanting to learn and to grow. Not only will you handle recruiting functions, you will also be in charge of a variety of personnel related administrative tasks and providing clerical support to the HR department. We are looking for an achievement-oriented and thorough Human Resources Recruiter looking to improve their skill set. If you apply today, you can be considered for this exciting and hands-on Human Resources Recruiter position! This short-term contract / temporary employment opportunity is based in the Mclean, Virginia area.

Major responsibilities

- Collecting and sorting candidates through various sources and platforms
- Formulating and posting job opportunity advertisements
- Directing interviews
- Applying digital recruiting resources
- Supervising various administrative duties
- Formulating internal recommendations
- Maintaining new-hire on-boarding paperwork/orientations

Requirements

- Recruiting Sources experience
- Solid understanding of Recruiting Activities
- Strong familiarity with Full Cycle Recruiting
- Expertise in Recruiting Efforts
- 2+ years of full-cycle recruitment experience
- You can do this job if you have proficiency with office applications and software, as well as social media platforms
- Eagerness to work independently as well as part of a team with flexibility and willingness to learn and take initiative on variety of tasks and projects
- Candidates who are highly professional, as well as able to use good judgment and maintain a high level of confidentiality and sensitivity, will be preferred
- Knowledgeable when it comes to writing reports, business correspondence, user instructions, and procedure manuals
- Experience with 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.

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.