

## 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:** \$26.81 to \$31.04 hourly

**Employment status:** Contract / Temporary to Hire

### Description

Robert Half is seeking candidates for a highly-skilled Human Resources Recruiter role with a dynamic organization. One of the most important parts of your role as the Human Resources Recruiter is full-cycle recruiting in support of a diverse array of positions across varying departments such as accounting, marketing, operations, administrative and technology. Our client requires 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. Are you looking for a role in which you could perfect your skills as a Human Resources Recruiter? If you apply today, you can be considered for this exciting and hands-on Human Resources Recruiter position! This long-term contract / temporary to hire employment opportunity is based in the Arlington, Virginia area.

#### Major responsibilities

- Coming up with and posting job opportunity advertisements
- Applying digital recruiting resources
- Reviewing and filtering candidates through various sources and platforms
- Leading interviews
- Sustaining new-hire on-boarding paperwork/orientations
- Influencing internal recommendations
- Managing various administrative duties

### Requirements

- 2+ years of full-cycle recruitment experience
- Knowledgeable when it comes to writing reports, business correspondence, user instructions, and procedure manuals
- Willing to work as part of a team or independently and have the drive to take on a variety of tasks and projects
- Proven knowledge of Candidate Selection
- Well-founded grasp of Screen Candidates
- Practical knowledge of Calendar Management
- Experience with Schedule Meetings
- Proficiency in Resume Screening
- General familiarity with Source Candidates
- Solid understanding of Onboarding
- Schedule Interviews experience preferred
- Knowledge of Job Postings
- Experience with 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

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.

All applicants applying for U.S. job openings must be legally authorized to work in the United States. Benefits are available to contract/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.**