

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: \$19.00 to \$20.00 hourly
Employment status: Contract / Temporary

Description

Are you looking for a job that will let you take on a new challenge and take the next step in your career? One of Robert Half's clients, a dynamic organization, is on the lookout for a highly-skilled HR Recruiting Assistant. A self-starter wanting to learn and to grow will be best for this position. Duties include performing a variety of personnel related administrative tasks and recruiting in support of a diverse group of positions. Apply today and learn more about this exciting role. This short-term contract / temporary employment opportunity is based in the Boise, Idaho area.

What you get to do every day

- Taking advantage of digital recruiting resources
- Providing support with new-hire on-boarding paperwork/orientations
- Calling applicants and completing pre-screening questions
- Calling professional references and asking questions
- Help get new employees through the onboarding process
- Furnishing and screening candidates through various sources and platforms
- Systems include Paylocity and Indeed

Requirements

- The responsibilities of this position will require you to be highly professional; able to use good judgment and maintain a high level of confidentiality and sensitivity
- Indeed experience highly desired
- Solid understanding of Recruiting
- Paylocity experience preferred but the client is also willing to train
- 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
- Clear communication and organizational skills are a must!

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 works to put you in the best position to succeed. We provide access to top jobs, competitive compensation and benefits, and free online training. Stay on top of every opportunity - whenever you choose - even on the go. [Download the Robert Half app](#) and get 1-tap apply, notifications of AI-matched jobs, and much 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, including medical, vision, dental, and life and disability insurance. Hired contract/temporary professionals are also eligible to enroll in our company 401(k) plan. Visit roberthalf.gobenefits.net for more information.

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