

## Human Resources (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:** \$24.00 to \$28.00 hourly

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

### Description

If you're a self-starter looking to grow along with a growing industrial/maritime company, this Human Resources Assistant position might be right for you. Become a vital part in the company's success while handling a variety of personnel related administrative tasks while providing clerical support to the HR department and employees regarding human resources related activities, policies, processes, and procedures. The company offers a stimulating work environment and is looking for a candidate that is highly-skilled and motivated. If you're an HR Assistant looking for long-term contract / contract to permanent employment in the Galveston, Texas area, this opportunity may be for you. Your responsibilities in this role

- Develop new employee on-boarding orientation materials
- Manage employee database records
- Oversee office and administrative tasks
- Review the internet to locate potential customers

### Requirements

- Desire to thrive in scenarios of team-based work or independent tasks, always looking to learn more and take initiative on a number of different projects and tasks
- Excellent communication skills (written and verbal)
- HR related experience desired
- Approachable and appropriate interacting with staff at all levels in a rapidly changing environment
- Familiar with office applications and software, as well as Human Resource Information Systems (HRIS)
- Demonstrated knowledge of Recruiting Activities
- General familiarity with Social Media Campaigns
- Strong familiarity with benefits coordination
- Experience with event planning
- Adeptness in case management
- Knowledge of HRIS
- New permanent Orientations experience
- Practical knowledge of Social Media Content
- Solid understanding of Human Resources (HR) Administration
- Highly detail oriented and able to use good judgment and maintain a high level of confidentiality and sensitivity

If you are a self-starter who is passionate about supporting a dynamic and growing company, we would love to hear from you! Contact us now - this position is available and will be staffed by the end of the week!

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**This Job Posting will expire in 10 days.**