

Administrative 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: \$25.65 to \$29.70 hourly
Employment status: Contract / Temporary

Description

Robert Half is looking for an HR Admin for our client in Milpitas, CA. This role is a full time, temporary assignment for around 3-4 months with potential to extend further.

People:

- Administers employee Benefits programs under the oversight of Total Rewards Specialist.
- Benefit reconciling, billing
- Processes union and non-union terminations
- Standard paperwork, prep work
- Maintains the integrity of the information entered and maintained in the HRIS by accurately entering, updating, or transferring information in accordance with People processes.
- Demographic changes, DD changes, W4 updates, etc.
- Maintains personnel files in accordance with company practice.
- Filing, scanning
- Prepares onboarding for new hires, facilitating a smooth transition into the organization for all staff, including union.
- Data Entry for New Hire Onboarding
- Background & E-Verify
- Sync ExakTime
- I-9 Maintenance
- Reoccurring reporting
- EDD
- VOE
- Process employee status change request
- Administer and maintain ATS (Jobvite), including generating reference materials & training and sharing system updates.
- Coordinate and schedule interviews, both in-person and virtual, prepare and distribute interview packets ensuring that all parties involved are well-informed and prepared.
- Meet and greet candidates during onsite interviews.
- Collect and scan interview notes.

ATS/Reporting:

- Import Resumes/Data Entry: Applicants from 3rd Party Agency, Interns, New Grads, Employee Referrals, (all candidates sourced) in Jobvite on a weekly basis.

Requirements

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- Minimum 2 years of experience in HR Admin or 4+ years of experience in Admin Assistance
- HRIS and ATS experience highly preferred
- MS Suite Fluency
- Strong communication skills
- Capable computer skills including word processing, spreadsheets and presentation software, as well as databases and customer database systems

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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.