

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 03/28/2024



95128
San Jose, CA, 95128

People Advisor

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: \$25.00 to \$27.00 hourly
Employment status: Contract / Temporary

Description

Growing tech company is looking for a People Advisor to join their growing team.

People advisor provides basic advisory services to manager and employees on HR/Employment Law, compliance, employment relations, performance management guidance.

Requirements

- Active problem-solver who listens for customer cues and actively resolves problems with grace and integrity
- Proficiency with Microsoft office applications
- 2+ years' experience of proven performance in a goal-driven & customer-focused environment desired
- Excellent computer skills
- Upbeat, positive attitude and an approach to work rooted in professionalism
- Excellent communication and organizational skills
- Excellent customer service and office administrative skills
- Proven experience going the extra mile to solve complex customer inquiries via extensive research
- Comprehensive knowledge of navigating basic office equipment and protocols
- Demonstrated talents in communicating and interacting with clients/customers, both internal and external
- Knowledge of Customer Relationship Management (CRM) systems, e.g. ACT!, Illustrator, Highrise, and Insightly

For immediate consideration, please call Desiree (408) 961-2983

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