

Recruiter Coordinator I

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 \$25.00 hourly
Employment status: Contract / Temporary

Description

One of Robert Half's clients, a dynamic organization in the IT Software industry, is on the lookout for a highly-skilled Human Resources Recruiter. In your role as the Human Resources Recruiter, your work will include full-cycle recruiting in support of a diverse array of positions across varying departments such as accounting, marketing, operations, administrative and technology. If you are a self-starter wanting to learn and to grow, our client is looking for someone like you. We need someone who can wow us with their skill at recruiting functions, as well as a variety of personnel related administrative tasks, including providing clerical support to the HR department. Highly-skilled and proactive Human Resources Recruiters will find this skill-sharpening role a great match. If you want to be considered for this exciting and hands-on Human Resources Recruiter position, apply today! This long-term contract / contract / contract / temporary employment opportunity is based in the Fremont, California area.

What you get to do every single day

- Administering interviews
- Taking advantage of digital recruiting resources
- Providing and filtering candidates through various sources and platforms
- Recording and posting job opportunity advertisements
- Proping new-permanent on-boarding paperwork/orientations
- Supervising various administrative duties
- Readyng internal recommendations

Requirements

- Experience writing procedure manuals, user instructions, business correspondence, and general report writing
- 2+ years of full-cycle recruitment experience
- This role needs to be highly detail oriented; able to use good judgment and maintain a high level of confidentiality and sensitivity
- Comprehensive knowledge of navigating basic office equipment and protocols
- 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
- Familiar with office applications and software, as well as Human Resource Information Systems (HRIS)
- Proficiency with office applications and software, as well as social media platforms

-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.

Questions? Call your local office at 1.888.490.4154. Robert Half will consider qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. All applicants applying for U.S. job openings must be authorized to work in the United States. Benefits are available to 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.