

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: \$38.83 to \$44.96 hourly

Employment status: Contract / Temporary to Hire

Description

Enjoy a long career trajectory as a Human Resources Assistant with a thriving company looking for a highly-skilled candidate like you. Enjoy a positive work environment as you handle a variety of personnel related administrative tasks, as well as provide clerical support to the HR department and employees regarding human resources related activities, policies, processes, and procedures. The ideal candidate would be highly-skilled and motivated to succeed. An HR Assistant position has opened up in the Mountain View, California area on a long-term contract / contract / temporary to permanent.

Key responsibilities

- Plan new employee orientation meetings
- Use the internet to research potential customers
- Maintain employee database documents
- Perform various administrative duties

Requirements

- Competent in office applications and software, as well as Human Resource Information Systems (HRIS)
- Excellent oral and written communication skills
- ADP Financial Services experience desired
- Highly detail oriented and able to use good judgment and maintain a high level of confidentiality and sensitivity
- Approachable and appropriate behavior when interacting with personnel at all levels in a quickly changing environment
- Willing to work as part of a team or independently and have the drive to take on a variety of tasks and projects

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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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.