

Job Train - Menlo Park (5924)  
To: Employment Counselor  
Date: 04/25/2024



94544  
Hayward, CA, 94544

## 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:** \$23.75 to \$25.00 hourly  
**Employment status:** Contract / Temporary

### Description

Robert Half's client in Hayward is looking for temporary a temporary HR Assistant.

In this HR Assistant position job duties will include HR paper work such as employment verification, workers compensation, and help with I-9's verification. You will also be assisting with new hire orientation, completing new hire packets, scheduling meetings, copying, scanning, and filing.

Must have experience with Microsoft Office. Preferred but not required Bilingual in Spanish.

If you are interested in this HR Assistant role apply today!

### Requirements

- Strong communication and social skills
- Deep understanding of Paperwork
- Microsoft Office Suites experience preferred
- Data entry experience
- Proficient computer skills including word processing, spreadsheets, presentation software, as well as databases and customer database systems
- At least 1 year of Administrative Assistant experience preferred
- Familiarity with using the internet for research tasks

We are a creative, dynamic company seeking an ambitious individual to come join our growing company. If you are a passionate self-starter that thrives in an innovative environment, we would love to hear from you! Contact us now - this position will be staffed by the end of the week!

-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.

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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.**