

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 05/19/2024



94536
Fremont, CA, 94536

HR Coordinator

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: \$20.00 to \$30.00 hourly
Employment status: Contract / Temporary

Description

Robert Half is seeking a highly organized and detail-orientated HR Coordinator to join our local Robert Half. The Specialist reports to the local Controller and performs tasks supporting accounting, commodity management, and human resources. Responsibilities: Schedule candidate interviews. Administer pre-employment assessments. Maintain accurate candidate files throughout the recruiting process. Assist with onboarding, including sending employment information to new hires and completing both pre-employment screening items and internal new hire documentation. Communicate candidate information to interview teams, including management and senior leadership. Complete weekly recruiting summaries. Make occasional candidate travel arrangements.

Requirements

Minimum Requirements: Bachelor's degree. 2+ years' experience in human resources or office environment. Knowledge of Microsoft Office
Positive attitude Great Communication skills

-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.