

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: \$28.50 to \$33.00 hourly
Employment status: Contract / Temporary

Description

A Manufacturing company has an opening for a Human Resources Assistant. This opportunity would be best suited for a self-starter looking to grow along with an expanding company. If this sounds like you, you are encouraged to apply. 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. Are you looking for employment opportunities on a short-term contract / temporary basis? If you reside in San Leandro, California area, this HR Assistant position may be of interest to you.

What you get to do every single day

- Explore the internet to locate potential customers
- Manage employee database archives
- Take part in new employee on-boarding orientation planning
- Oversee office and administrative tasks

Requirements

- Highly professional and able to use good judgment and maintain a high level of confidentiality and sensitivity
- Approachable and appropriate interacting with staff at all levels in a rapidly changing environment
- Administrative Tasks experience desired
- Excellent written, verbal and social communication skills
- Experience with office applications and software, as well as Human Resource Information Systems (HRIS)
- 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

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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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.