

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 05/14/2024



95131
San Jose, CA, 95131

HR Associate

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: \$36.10 to \$41.80 hourly
Employment status: Contract / Temporary to Hire

Description

A Construction/Contractor company has a Human Resources Assistant position available. The ideal candidate would be a self-starter looking to evolve alongside a growing company. If this sounds like you, you are encouraged to apply. Become a vital part in the company's success while handling a variety of personnel related administrative tasks while providing clerical support to the HR department and employees regarding human resources related activities, policies, processes, and procedures. The company offers a stimulating work environment and is looking for a candidate that is highly-skilled and motivated. An HR Assistant position has opened up in the San Jose, California area. This opportunity is best suited for candidates looking for short-term contract / temporary to hire work.

Your responsibilities in this role

- Explore the internet to uncover potential customers
- Perform various administrative duties
- Partake in new employee on-boarding orientation planning
- Update employee database information

Requirements

- Eagerness to work independently as well as part of a team with flexibility and willingness to learn and take initiative on variety of tasks and projects
- Prior experience handling confidential business matters and information with discretion
- Approachable and appropriate behavior when interacting with personnel at all levels in a quickly changing environment
- Capable in office applications and software, as well as Human Resource Information Systems (HRIS)
- Excellent written, verbal and social communication skills highly desired
- Microsoft Office experience

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.

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