

## 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:** \$25.65 to \$29.70 hourly

**Employment status:** Contract / Temporary to Hire

### Description

A reputable and ethical company is currently seeking a highly-skilled and motivated Human Resources Assistant to join their team and add to their dynamic company culture. In a collaboration with Robert Half, the company is looking for a self-starting individual to join their team long-term. The candidate's duties will include handling a variety of personnel related administrative tasks and providing clerical support to the HR department and employees regarding human resources related activities, policies, processes, and procedures. Are you looking for employment opportunities in the Brisbane, California area? This HR Assistant position, offered on a long-term contract / temporary to hire basis, may be for you.

Length of role: Contract or contract to hire

Duties can include:

- New Hire Orientation (Can be weekly). This involves training utilizing an iPad. Collecting new hire forms.
- I-9 verification & processing / W-4
- Weekly Payroll support (ADP Workforce Now) – Audit, ensuring all are in, communicating with Managers on missing details or edits; Could include check distribution on Saturdays, direct deposit, help employees set up ADP app on phone
- Recruiting support: Calls for interviews, set ups, etc.
- Workers compensation support
- Benefits support
- Food safety QA
- Utilize iCIMS
- Clerical: Filing, etc.

\*\* There are about 200 employees

### Requirements

- 3+ years of experience; knowledgeable of HR tasks
- Spanish language is a plus
- Dress Code: Smart Casual/Business casual; no jewelry, safety shoes (workspace on 2nd floor – lots of walking, no high heels)
- Schedule: Monday to Friday – 8:30am – 5:00pm; with occasional Saturdays (would need to adjust days in week)

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!

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

**This Job Posting will expire in 10 days.**