

HR Recruiter

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: \$25.00 to \$25.00 hourly
Employment status: Contract / Temporary

Description

Robert Half might have a Human Resources Recruiter job for you with this dynamic organization in the Transport industry. If you can do full-cycle recruiting in support of a diverse array of positions across varying departments such as accounting, marketing, operations, administrative and technology, this Human Resources Recruiter position could be for you. This opportunity with our client is for a self-starter wanting to learn and to grow. You're a great candidate for this job if you can perform recruiting functions as well as a variety of personnel related administrative tasks, including providing clerical support to the HR department. Highly-skilled and proactive Human Resources Recruiters will find this skill-sharpening role a great match. Candidates for this exciting and hands-on Human Resources Recruiter position should apply today to be considered. This short-term contract / temporary employment opportunity is based in the Burlingame, California area.

What you get to do every day

- Conducting various administrative duties
- Furnishing and screening candidates through various sources and platforms
- Backing new-hire on-boarding paperwork/orientations
- Employing digital recruiting resources
- Making internal recommendations
- Fulfilling interviews
- Drafting and posting job opportunity advertisements

Requirements

- 2+ years of full-cycle recruitment experience
- Are you highly professional? Are you able to use good judgment and maintain a high level of confidentiality and sensitivity?
- Experience writing procedure manuals, user instructions, business correspondence, and general report writing
- Deep understanding of Onboarding
- Conduct Interviews experience
- Knowledge of Recruiting Activities
- Skilled with office applications and software, as well as Human Resource Information Systems (HRIS)
- Willing to work as part of a team or independently and have the drive to take on a variety of tasks and projects
- The top candidates have proficiency with office applications and software, as well as social media platforms

-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.

Robert Half puts you in the best position to succeed by advocating on your behalf and promoting you to employers. We provide access to top jobs, competitive compensation and benefits, and free online training. Stay on top of every opportunity – even on the go. [Download the Robert Half app](#) and get 1-tap apply, instant notifications for AI-matched jobs, and more.

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.