

Job Train - Menlo Park (5924)  
To: Employment Counselor  
Date: 05/18/2024



94536  
Fremont, CA, 94536

## Human Resources 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:** \$20.00 to \$30.00 hourly  
**Employment status:** Contract / Temporary

### Description

Robert Half is looking for a dynamic **Human Resources Assistant** for our client in Fremont. You will work behind-the-scenes to collaborate with colleagues and managers to help accomplish HR-related tasks. You will work with the Onboarding and Recruiting team. If you are looking for a great opportunity, this is it!

### Responsibilities:

- Administer various human resources plans and procedures for all company personnel
- Provide aid to employees in areas concerning HR policies and procedures
- Schedule candidate phone screens and interviews, and maintain relevant candidate communication
- Support recruiting efforts by assisting with candidate outreach, data entry, and filing as needed -Update employee files to document personnel actions and to provide information for payroll and other users

### Requirements

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- 1+ year of Human Resources experience preferred
- Bachelor's Degree in Human Resources or related
- Strong computer skills and knowledge of Human Resource Information Systems
- Manage and prioritize work and multiple deadlines
- Knowledge of office equipment (printers and fax machines)

-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.**