



TALENT ACQUISITION

CONTRACT STAFFING

OUTPLACEMENT

Human Resources Hotlist

254036 - HR Assistant - \$17/hr.

- 2+ years of experience the Human Resource Management field.
- Has performed payroll for up to 600 employees at once.
- Computer skills include Microsoft Word, Excel, PowerPoint, and Outlook.

274755 - HR Assistant- \$14/hr.

- 2 years of experience as a Human Resource Assistant.
- Processed payroll for 50+ employees.
- Computer skills include Microsoft Excel, Word, Outlook, and PowerPoint.

234508 - HR Assistant - \$15/hr.

- 1+ years of Human Resource experience.
- 2+ years of Administrative Assistant experience.
- Experience processing new hire paperwork.
- Computer skills include Microsoft Word and Excel.