

# Human Resources (HR) Assistant

OfficeTeam • Evesham Township, NJ

## Job Snapshot

Seasonal/Temp

\$13.00 - \$14.00 /Hour

Employment - Recruiting - Staffing

Admin - Clerical, Customer Service, Legal

## Job Description

Ref ID: 02700-0009305301

**Classification:** Personnel/Human Resources

**Compensation:** \$13.00 to \$14.00 per hour

South Jersey firm is seeking a Human Resource Assistant. As the Human Resource Assistant, you will be working hand in hand with site coordinators to assist fill open positions, reviewing resumes, phone screens, reference checks, and processing backgrounds. Other clerical work will be included.

## Job Requirements

Ideal Human Resource Assistant must have three or more years of experience, strong technical skills inclusive of Microsoft Office; particularly Microsoft Office (Microsoft Word, Microsoft Excel, etc.). Associate's or Bachelor's degree in Business Administration or related field preferred. Candidate should have prior analytical experience. Contact OfficeTeam today or email resume to [\[Click Here to Email Your Resumé!\]](#)

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