

## Human Resources Specialist

An Oakland, CA-based professional consulting firm seeks an energetic, skilled part-time Human Resources (HR) Specialist to support the HR Department at its corporate headquarters. The HR support is needed for three days a week. If you have a positive attitude, are good at multi-tasking, and can manage your time well, this fast-paced job is for you. The pay is competitive.

### The ideal candidate is motivated and has the following skills:

- Two or more years of HR-related experience and excellent knowledge of HR administration, including time management, document control and filing, and email correspondence.
- Ability to follow directions, work independently, prioritize projects, and meet tight deadlines.
- Ability to handle sensitive and confidential information/documentation.
- Strong grammar usage and the ability to write, edit, and proofread business documents, such as letters, resumes, tables, lists, and mailing labels.
- Ability to coordinate and schedule applicants for interviews with senior management staff.
- Prepare, process and maintain new employee hiring packets.
- Facilitate and manage onboarding process for new hires.
- Prepare and maintain all employee personnel folders.
- Enter/upload applicants and candidates' related data into Acumen Intranet.
- Assist HR department with hiring process and other HR-related tasks as assigned by the HR Manager.
- Solid computer skills, Internet savvy, and intermediate to advanced skills with the full Microsoft Office Suite, including Outlook, Word, Excel, and PowerPoint.
- Strong grammar usage and the ability to write, edit, and proofread business documents, such as letters, resumes, tables, lists, and mailing labels.
- Facilitate the employees' health (medical, dental, and vision) open enrollment processes.
- Facilitate the employees' 401(k) enrollment process.
- Perform applicable research and prepare workers' compensation wall panels.

### Minimum Qualifications:

- HR Management Certificate required. Bachelor's degree in HR Management or a closely related field preferred or equivalent work experience.

You must use the APPLY link below to apply for this position. The link will direct you to the Careers Portal on our website. Please submit your cover letter describing why you are the ideal candidate for the position and your resume. Please submit your documents in Microsoft Word format.

[APPLY](#)