



**POSITION: HR Assistant**

**LOCATION: Los Angeles, CA**

**CONTRACT: FT Position**

**CONTACT: [lauren@\[rachelelewis.com](mailto:lauren@[rachelelewis.com)**

RLT is a recognized global leader in VFX and animation talent acquisition. We have over 25 years of experience originating from our work at top-tier Hollywood studios. Our clients hire our firm to assist in their senior talent acquisition needs (we are not your ordinary recruiters, nor are we “headhunters”).

RLT is seeking a **HR Assistant** for a newly established feature animation studio that is already making a name for itself in a big way. Comprised of the industry’s top talent, this Academy-Award-winning team is eager for passionate candidates ready to grow creatively, professionally, and personally.

### **JOB SUMMARY**

This role supports the VP of Human Resources in policy and recruitment efforts by accomplishing various administrative and scheduling tasks. The ideal candidate will possess a strong organizational skill set and strong written / verbal communication skills.

### **RESPONSIBILITIES**

- Coordinate the interview process for potential candidates including scheduling interviews and sending out calendar invites.
- Manage the creation and storage of NDAs for potential candidates.
- Handle the data entry and upkeep of the company’s applicant tracking system.
- Post and remove job openings on the company’s careers page.
- Attend relevant meetings such as internal recruitment syncs and calls with outside recruiters and the VP of Human Resources.
- Assist with onboarding by communicating with new hires and sending them relevant materials.
- Maintain VP of Human Resources and recruitment calendars.
- Assist VP of Human Resources with policy documentation and updates.
- Coordinate meeting as necessary with leadership regarding HR initiatives.
- Act as back-up to office assistant when required

### **REQUIREMENTS**

- Strong written and verbal communication skills.
- Ability to prioritize and multitask in a fast-paced environment.
- Proactive and positive team player who takes initiative.
- Flexible and adaptable to changing priorities
- Software requirements: Google and Microsoft suites. Experience with Rippling is a plus.
- An interest in Human Resources.

If you are interested in talking about this opportunity, please email us and include your resume.

If you fit the criteria, the next step would be setting up a phone call where we can give you the full download after signing an NDA requested by our client.

Thank you - <http://rachellelewis.com/>

**Contact: lauren[@]rachellelewis.com with resume if interested.**

RLT is an employer-paid talent acquisition company; there is never a fee to the candidates.