



Adecco, the workforce solution leader, is currently looking for an **HR Administrator** for a major gas and electric supplier in the Baltimore area.

Employee will support HR team and Staffing groups with administrative duties including applicant tracking, employee transfers, interview scheduling, and other HR coordinator activities.

Required experience:

- 3-5 years corporate recruiting;
- strong written and verbal communication skills.

Preferred experience:

- utilizing applicant tracking software;
- knowledge of Human Resources Law and Regulations.

Please forward resumes to [Andrea.Guzman@Adeccona.com](mailto:Andrea.Guzman@Adeccona.com).

Adecco offers medical, dental & vision benefits, holiday & vacation pay, life insurance & 401(k), employee discount program with retailers, tuition Reimbursement and Computer Training, Weekly Pay, Bonuses/Awards, Direct Deposit  
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