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## Staffing Agencies Katy Texas Agent-Full Time-RSCKA4107

### Description

Reliable Staffing Agents:

Tasks: Prepare or maintain employment records related to events such as hiring, termination, leaves, transfers, or promotions, using human resources management system software. Interpret and explain human resources policies, procedures, laws, standards, or regulations. Hire Reliable Staffing employees and process hiring-related paperwork. This Staffing Agencies Houston Agent must Inform job applicants of details such as duties and responsibilities, compensation, benefits, schedules, working conditions, or promotion opportunities. Address employee relations issues, such as harassment allegations, work complaints, or other employee concerns. Reliable Staffing employee must Maintain current knowledge of Equal Employment Opportunity (EEO) and affirmative action guidelines and laws, such as the Americans with Disabilities Act (ADA). Staffing Agencies Katy Agent must Schedule or conduct new employee orientations. Maintain and update human resources documents, such as organizational charts, employee handbooks or directories, or performance evaluation forms. Confer with management to develop or implement personnel policies or procedures. Select qualified job applicants or refer them to managers, making hiring recommendations when appropriate.

Tools and Technology

Tools used in this occupation:

Inkjet printers, Office inkjet printers, Notebook computers, Laptop computers, Photocopiers, Photocopying equipment, Computer scanners

Video conference cameras: Web conferencing cameras

Technology used in this occupation:

Customer relationship management CRM software: Applicant tracking software; Vendor management system software

Data base user interface and query software. Database software; Google; LinkedIn; Microsoft Access

Electronic mail software: Email software; Microsoft Outlook

Human resources software: Ad Cast; Human resource information system HRIS software; VCT StaffSuite; Walling Info Systems Recruiting Wizard

Time accounting software: Kronos Workforce Payroll; MPAY Millennium. Software developed by a government agency and/or distributed as freeware or shareware.

Knowledge

### Job Location

2717 Commercial Center Blvd Suite E200, 77494, Katy, Texas, United States

### Valid through

18.09.2029

### Base Salary

\$ 48924

### Employment Type

Full-time

### Industry

Employment Placement Agencies

### Qualifications

Personnel and Human Resources: Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

English Language: Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Clerical: Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

Administration and Management: Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Customer and Personal Service: Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Computers and Electronics: Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

Skills:

Active Listening: Giving full attention to what other people are saying,

**Hiring organization**

Reliable Staffing Corporation

**Contacts**

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taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Speaking: Talking to others to convey information effectively.

Reading Comprehension: Understanding written sentences and paragraphs in work related documents.

Critical Thinking: Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Writing: Communicating effectively in writing as appropriate for the needs of the audience.

Coordination: Adjusting actions in relation to others actions.

Judgment and Decision Making: Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Social Perceptiveness: Being aware of others reactions and understanding why they react as they do.

Active Learning: Understanding the implications of new information for both current and future problem-solving and decision-making.

Monitoring: Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Abilities: Oral Comprehension: The ability to listen to and understand information and ideas presented through spoken words and sentences.

Oral Expression: The ability to communicate information and ideas in speaking so others will understand.

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