WORK VAPOR

Job Link: https://workvapor.com/jobs/on-call-hr-coordinator-232311/

ON-CALL HR COORDINATOR

BASE SALARY

USD 27 - USD 33

DESCRIPTION

On-Call HR Coordinator

Company: Praise Respite and Home Care Service LLC
Location: San Jose, CA
Work Area: Santa Clara County, CA
Work Type: Hybrid remote
Employment Type: On-call / Flexible
Pay: $27.14–$32.68 per hour
Expected Hours: 2–6 hours per week

Contact Details

Email: serkikewiee@gmail.com
Phone: +1 4089921823

About the Position

Praise Respite and Home Care Service LLC is looking for a reliable and organized On-Call HR Coordinator.

The position will support recruiting, interviews, hiring, onboarding, employee records, and other HR tasks as needed.

The company is looking for someone with strong communication and organizational skills. HR or recruiting experience is preferred.

Key Responsibilities

- Support employee recruiting.
- Help with candidate interviews.

HIRING ORGANIZATION

Praise Respite and Home Care Service LLC

EMPLOYMENT TYPE

Full-time

JOB LOCATION

California, United States
? Remote work from: United States

DATE POSTED

? 09/07/2026

- Assist with hiring activities.
- Support employee onboarding.
- Maintain employee records.
- Provide HR support as needed.
- Assist with other HR activities based on company needs.
- Communicate with candidates and employees.
- Help keep HR processes organized.

Required Skills

- Strong communication skills.
- Strong organizational skills.
- Reliable and dependable work style.
- Ability to handle HR tasks professionally.
- Ability to work independently when needed.

Preferred Qualifications

- Previous HR experience is preferred.
- Recruiting experience is preferred.
- Knowledge of California employment requirements is a plus.
- Experience supporting hiring and onboarding is helpful.

Schedule

The position is on-call and flexible.

Expected hours are 2–6 hours per week. Work needs may vary based on recruiting and HR requirements.

Work Environment

- Hybrid remote position.
- On-call schedule.
- Flexible working arrangement.
- Work based in the San Jose area.
- HR and recruiting support responsibilities.

Compensation

Pay is based on experience.

The listed pay range is $27.14–$32.68 per hour.

How to Apply

Send your resume and a brief description of your HR or recruiting experience to:

serkikewiee@gmail.com

Qualified candidates will be contacted for an interview.

Company Contact Information

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San Jose, CA
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Work Type: Hybrid remote

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