

## **Tag Energy**

16350 Bake Parkway #100

Irvine, CA, 92618

[www.tagenergygroup.com](http://www.tagenergygroup.com)

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### **COMPANY DESCRIPTION**

TAG Energy is a privately held sales and consulting firm based in Irvine, CA. TAG Energy was established in 1999 and is looking to expand and exponentially grow our team for our Fortune 500 and Blue Chip Clients! TAG Energy is now offering positions at the entry level for our Human Resources Department.

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### **DUTIES & RESPONSIBILITIES**

- Assist the HR team with posting positions, sourcing resumes, scheduling interviews, and conducting initial phone screenings.
- Participate in college recruiting events to represent the company and identify potential candidates
- Provide administrative support to HR managers, including, calendar management, organizing travel and events, completing expense reports, and submitting service requests
- Answer phones, distribute mail, print/copy documents, order supplies, and set up meetings including conference lines/ video conferences.
- Demonstrate discretion, integrity, fair-mindedness, and a persuasive, congenial personality

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### **QUALIFICATIONS & REQUIREMENTS**

- Working towards a Bachelor's degree in Human Resources or related field
- Possess and exhibit a strong and genuine interest in working with people and the ability to interact at all levels of the organization
- Ability to handle confidential and sensitive information
- Detail-oriented with excellent written and verbal communication skills

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### **TIME COMMITMENT**

These are the requested periods of time by the employer

- 1-term (50-100 hours/10 weeks)
- 2-term (50-100 hours/20 weeks)
- 3-term (50-100 hours/30 weeks)
- 1-summer term (50-100 hours/5 weeks)
- 2-summer term (50-100 hours/10 weeks)

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### **HOW TO APPLY & DEADLINE**

Please email [HR@tagenergygroup.com](mailto:HR@tagenergygroup.com). Applications are accepted year round.

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### **CONTACT INFORMATION**

For More information please contact Manilynn Disuanco at [mldisuanco@gmail.com](mailto:mldisuanco@gmail.com) or 949-416-2000. You can also visit their website at [www.tagenergygroup.com](http://www.tagenergygroup.com).