

Human Resources Administrative Assistant Job Description

Duties and Responsibilities:

- Provide office support in the screening, interviewing, and testing of applicants
- Notify existing staff of available internal positions or opportunities
- Maintain personnel records using information technology equipment
- Assist HR managers to obtain temporal staff from contract agencies
- Carry out payment processing by calculating employee salary, distributing checks, and maintaining payroll records
- Prepare paperwork for human resources policies and procedures
- Process employees' requests and provide relevant information
- Manage the department's telephone center and address queries accordingly
- Prepare reports and presentations for internal communications
- Provide information on company operations to orient new employees
- Assist in payroll preparation by providing relevant data like absences, bonuses, and leaves
- Update human resources databases by inputting information on new hires, separations, vacations, and sick leaves
- Prepare passes, identification cards and badges for employees according to their ranks
- Monitor unemployment claims by reviewing claims, substantiating documentation, and requesting legal counsel review
- Document human resources actions by completing forms, logs, and records
- Update job knowledge by participating in educational opportunities and reading professional publications.

Human Resources Administrative Assistant Requirements – Skills, Knowledge, and Abilities

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- Education and Training: To become a human resources administrative assistant, you require a Bachelor's degree in human resources, labor relations, or organizational development, or in a related discipline. Proven experience as a human resources assistant or clerk increases likelihood of securing an HR admin assistant job
- Organizational Skill: HR administrative assistants are well versed in maintaining employee information, scheduling interviews, and performing other administrative tasks to ensure smooth HR operations
- Reporting skill: They provide timely updates and reports to human resources managers to ensure deadlines are met
- IT Skill: They have good knowledge of office software and are able to operate information technology equipment to ensure ease of operations.