

# Human Resources Administrator Job Description

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## **Duties and Responsibilities:**

- Coordinate the interviewing, screening, recruitment, and appointment of fresh staff as and when necessary
- Maintain company database and make sure that it is always up to date
- Ensure that there is an effective and cordial relationship between various departments of an organization, especially via the passage of information from one unit of the firm to another
- Calculate basic staff entitlements like annual leave entitlements for employees of the organization
- Contribute to the organization's budgetary planning(s)
- Prepare job descriptions before job advertisement placement is made both for internal and external recruitment
- Work with and help coordinate the duties of temporary staff and make sure information on staff is correct and is regularly updated. Also perform supervision of temporary staff on particular areas of work
- Take minutes in staff meetings
- Sort applicants' resumes to select the most qualified candidates for jobs being offered.

## **Human Resources Administrator Requirements – Skills, Knowledge, and Abilities**

- Good communication (especially listening), office/clerical, administrative and interpersonal skills are of great importance
- Ability to work as part of a team
- Good research skills
- Basic computer skills are required
- Ability to work and beat deadlines
- Good organizational abilities
- Excellent numerical and analytical skills

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- Flexibility and willingness to learn at all times
- Good multi-tasking abilities
- A degree in human resource management or any relevant discipline
- 1-2 years of experience in a similar field
- Any relevant certification(s) in HRM courses would be a plus.