

Human Resources Clerk Job Description

Duties and Responsibilities:

- Prepare, process, and review a variety of documents, including applicant/employee files, payroll records for completeness, accuracy, and submission standards
- Type variety of documents in drafts and final form
- Proofread materials for correct grammar, spelling, and punctuation
- Assist in processing unemployment verifications
- Assist in administering employees benefit program and activities
- Schedule meetings, sort/distribute mail, and maintain departmental files
- Maintain department supplies and process invoice for payment
- Support the recruitment process by mailing applicant notifications and administering typing tests
- Operate a variety of office tools, including computers, specialized software, photocopiers, fax machines, and printers
- Understand and implement oral and written instructions
- Communicate updates to superiors orally and in writing
- Establish and maintain cooperative work relationships with those contacted during the course of work operations
- Direct visitors and employees to appropriate offices
- Answer routine question, distribute and explain forms such as employment application
- Perform any other task or function as assigned by employer.

Human Resources Clerk Requirements – Skills, Knowledge, and Abilities

- Education and Training: To become a human resources clerk, you require minimum of a high school diploma, although some employers prefer HR clerks to possess an Associate's or Bachelor's degree in business management, finance or public administration. Having prior

experience in human resources environment increases job competitiveness. Strong knowledge and experience in the use of resume databases or HRMS is also useful for the position

- IT Skill: Human resources clerks are well versed in the use of computers systems as well as software, such as spreadsheets and word processors
- Communication Skill: They are able to distribute relevant information to general HR department and company employees using appropriate language
- Organizational Skill: They provide administrative and clerical support to ensure smooth HR operations in an organization.