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# Example of Assistant, HR Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of assistant, HR. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for assistant, HR

* Co-ordinate and support the annual flexible benefits fair, liaising with external vendors and internal stakeholders
* Act as expert for the administrative IT systems whenever needed and as well authorize orders, invoices in line with authorization policies and routines
* Independently approves and/or denies leave cases based on relevant medical information
* Acting as co-ordinator for all temporary and permanent recruitment campaigns, liaising with line managers and agencies as necessary
* Oversea the process of recruitment across the board for the business
* Managing all correspondence to candidates within the process of interviewing
* Ensure all new starters are on boarded and all relevant paperwork and checks have been completed ahead of start dates
* General HR administration support to the team
* Organize meetings, telephone conferences, reservations for rooms and resources
* Update systems as applicable during the New Hire Process, Termination Process, Employee Status Change

## Qualifications for assistant, HR

* Must be willing to work in 30 Rockefeller Plaza, NY
* Perform daily administrative activities that may include filing, typing, photocopying, answering telephones, sending faxes, updating communication boards, preparing presentation
* Liaise with the Graduate Resourcing department to source candidates
* Plan, facilitate and conduct interviews
* Liaise with candidates and Line Managers to arrange 1st and 2nd interviews
* Conduct 1st interviews and carry out speculative recruitment to prevent gaps