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# Example of Assistant, HR Job Description

Our growing company is hiring for an assistant, HR. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for assistant, HR

* Screen applications for minimum qualifications
* Conduct phone interviews with applicants and check references on applicants
* Submit hiring proposals for approval to hire applicants
* Enter HR data into the people soft system
* Interact with Dining Management and supervisors on a regular basis regarding applications and backgrounds
* Keep tracking systems updated for applications and applicants in process
* Interact with applicants to follow up on applications and background checks
* Complete department orientation with each new employee
* Assist in Workers Compensation paperwork completion
* Assist with wage verification and unemployment requests

## Qualifications for assistant, HR

* Opportunity to work in a market leading organisation
* Review Student Applications and make updates to system
* Assist with filing and other administrative tasks
* Participate as a member of the team to accomplish goals
* Manage the new joiner process from offer letter through to joining instructions and induction
* Manage HR Direct inbox and phone line with other HR Assistants to respond to all queries in a timely manner, escalating sensitive issues where necessary