Downloaded from <https://www.velvetjobs.com/job-descriptions/hr-admin-assistant>

# Example of HR Admin Assistant Job Description

Our growing company is hiring for a HR admin assistant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for HR admin assistant

* Creates “Baby Welcome Gift” bags, as needed, and ships to facility HR Staff for distribution
* Responsible for car/ drive management, bank payment for car
* Foreign employee’s apartment rental, payment
* Office admin vendor and contract management
* PC application and new employee business card preparation
* All employee meeting/team building/ family day/birthday party management and preparation
* Work with MIC admin team for Exteriors case
* Meeting room and conference management
* Purchasing request for office affair and drinks/snacks
* Maintain office environment and 5S

## Qualifications for HR admin assistant

* Ability to interact effectively within all levels of the organization (hourly, management, and executive levels)
* Good management skill
* Experience in dealing with confidential information and with senior management
* Presentation and attitude
* Must be deadline driven and orientated and able to execute in a fast-paced environment
* Must have business acumen