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# Example of HR Admin Assistant Job Description

Our innovative and growing company is looking to fill the role of HR admin assistant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for HR admin assistant

* Scanning of Recruitment compliance documents into the ATS (Applicant Tracking System)
* Assists in tracking of Human Resource compliance requirements employment documents
* Assists in the processing of Role and Responsibility changes for employee filing and audit compliance
* Daily Human Resource document filing
* Partipation and event assistance in Employee Events Committee and Health and Wellness Initiative teams
* Provides management of the facility badge security system to include inactivating and activating hires, terminations, leaves of absence, and suspensions
* Assists in Bi-Weekly follow-up needs to Temp-To-Hire and Role Change meetings
* Assists in the updating and preparing of new hire orientation materials, training materials, and other department materials
* Assists in providing updates to Area Managers of changes to Interview Binder Guides
* Updates all employee attire size records and dependent event records for company benefits

## Qualifications for HR admin assistant

* This job requires Microsoft Office testing
* Must be able to work independently or in a group setting
* Works closely with Global HRBP’s during strategic talent initiatives – compensation, organizational design, HR analytics and metrics, talent succession planning, talent exchange, talent development
* Ensure proper documentation is completed in compliance with company procedures and guidelines
* Provide back-up support to HR Generalist on tracking and compliance needs
* Back up and assist with new hire orientation including on boarding process and HR training