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# Example of HR Admin Assistant Job Description

Our company is searching for experienced candidates for the position 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

* Serve as back-up to daily Communication Pod updating
* Works in coordination with 11th Avenue on employee photo repository
* Preparation and copying of presentations, letters, and other documents
* Creates newsletter weekly
* Prepares weekly/monthly reports as needed
* Processes daily tickets in support of production as needed
* Updates employee records in ADP and SAP as needed/if needed
* Processes and maintains petty cash records as needed/if needed
* Serves as primary receptionist and switchboard operator
* Handles mail distribution both USPS and interoffice

## Qualifications for HR admin assistant

* Prior seasoned administrative assistant experience and demonstrated proficiency in advanced secretarial support as typically acquired in 3 to 5 years is required
* Assist in creating Employee programs as deemed necessary
* Prepares reports including but not limited to new hire reports, employee reports, turn over reports, and any other HR reporting as deemed necessary
* Ensures all applicable systems and paperwork are maintained and updated accordingly
* Responsible for maintaining efficient communication with the Management team related to HR matters
* Tracks team member change requests and assists in processing paperwork