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# Example of HR Admin Job Description

Our growing company is looking for a HR admin. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for HR admin

* Provides interviewing skills training to new and existing management personnel
* Keeps abreast of State and Federal Regulations that affect interviewing or the hiring process
* Maintain Job Creation Tax Credit Checklist and report all end of the year results
* Performs other duties as directed by CSC Human Resources Leader
* Researches, Identifies and Sells to potential business deals by contacting potential clients, through prospect calls, ad calls, lead follow-up, MPC (most placeable candidate) calls
* Maintains and updates a prospective client lists of 200+ utilizing internal pipelining tearsheets
* Schedules and attends client meetings to generate new business and expand current business
* Develops, penetrates and maintains client relationships through Quality/Expansion Calls
* Negotiates fees and closes deals in accordance with company goals and expectations
* Documentation of all contacts into our recruitment CRM system, for historical data and productivity reporting

## Qualifications for HR admin

* This position is located in Jasper
* Leading teams (without direct reports) for systems related projects
* Ability to understand business, legal and regulatory requirements of all KEI’s facilities
* Technical capability, systems oriented
* Ability to assist and act in a confidential capacity with the management staff and hourly team members
* Ability to learn and perform with minimal supervision the Required Knowledge, skills, and abilities