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# Example of HR Administrative Assistant Job Description

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

## Responsibilities for HR administrative assistant

* Welcomes on-site visitors, determines nature of business announces visitors to appropriate personnel and updates welcome sign as necessary
* Monitors visitor access, issues visitor's badges and explains dress code requirements when visiting the plant
* Operates multi-line telephone system, answering incoming calls, determines purpose of caller, transfers calls to appropriate personnel or department and/or takes and delivers messages
* Creates quarterly company newsletter and flyers as requested
* Maintains fax machine and printer, assists users, sends faxes, and retrieves and routes incoming faxes
* Coordinates purchasing and delivery of office and breakroom supplies, ensuring supply cabinets are always fully stocked
* Coordinates office lunches which includes ordering, arranging for delivery or pick up, set up and clean up, decoration and employee notifications
* Assists with company events, community activities and meetings
* Ensure all community office spaces are clean and organized at all times
* Performs additional duties and responsibilities as assigned by the Management Team and General Manager

## Qualifications for HR administrative assistant

* Prior work experience in a manufacturing environment preferred
* 1-3 years of email software experience required
* 1-3 years of meeting and travel planning preferred
* 1-3 years of office purchasing/procurement preferred
* Practical, detail oriented, flexible and dedicated team player that is also capable of working independently
* Be local to the Columbia, MD area