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

# Example of HR Administrative Job Description

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

## Responsibilities for HR administrative

* Compiles, analyzes and summarizes large amounts of data in Excel on a monthly basis
* Assist with annual salary survey
* Run payroll and OT reports
* Completing weekly SOX audits
* Monitor, audit and use the Kronos attendance system to assist supervisors in attendance tracking
* Complete and process through payroll the Kronos report to pay VIP on a quarterly basis in a timely and responsive manner – audit the time cards after uploading to ensure correctness before payroll is run
* Respond to HR records requests from firm associates and leaders
* Retrieve and maintain HR record files and replace files when returned to the department
* Run queries to pull associate data by request
* Draft communication and letters using Microsoft Word

## Qualifications for HR administrative

* Must have a team player mindset, actively take initiative and have a strong work ethic
* Be self-motivated and curious and sense of confidentiality
* Have a “customer service” orientation with ability to escalate issues when appropriate
* A minimum of a High School/GED degree is required
* Language Skills - Ability to read and comprehend instructions, correspondence and memos
* Excellent word-processing skills (50 - 60 wpm) and business writing ability, plus accurate and precise proof reading skills