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# Example of HR Assistant Job Description

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

## Responsibilities for HR assistant

* Implement equal opportunities monitoring form and record data
* Take ownership for updating Organisation charts and ensure they are kept up to date
* Ensure the HR system is maintained accurately and in a timely manner
* Maintain up to date job descriptions
* Raise purchase orders for supplier invoices using SAP system and track payments
* Manage and administer the fleet of company cars liaising with the 3rd party supplier
* Contribute towards the publication of the quarterly newsletter & maintaining & improving the HR intranet site and communications
* Conduct exit interviews as required and collate feedback
* Liaise with payroll, finance & IT teams to ensure accurate records are maintained, change of terms & new starters & leavers are processed accurately
* When required, support the HR Administrator with all contract terms, HR correspondence, maintenance of personnel files & records in accordance with Data protection requirements

## Qualifications for HR assistant

* Additional activities as required
* Manage and respond to all employee queries (including queries into the shared HR mailbox)
* New Starters - prepare and issue offer packs including contracts, offer letters along with all associated paperwork to new starters
* Employment Changes - prepare and issue all associated paperwork (inclusive of benefits) for all employment changes
* Leavers - co-ordinate the leaver process, supporting line managers as required
* Manage the staff pass list