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# Example of HR Assistant Job Description

Our company is hiring for a HR assistant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for HR assistant

* Update graduate recruitment tracker with key dates, feedback and actions
* Challenge and influence Line Managers to make decisions on candidates and collate detailed objective feedback from interviews
* Give prompt, thorough and constructive face-to-face/telephone feedback to unsuccessful candidates
* Place job adverts on the internal intranet and in-store job ops and monitor progress, following up on CV’s and sending regrets where applicable
* Consider the cost elements of junior level recruitment, demonstrating the importance of minimal costs at all stages of the process
* Plan induction timetables & welcome meetings for all new starters
* Inform the Systems & Training department of new starters and their requirements, ordering laptops, mobiles, company cars where necessary and keep accurate logs
* In conjunction with the HR Specialist, participate in the facilitation of Hire to Exit iniatiatives, including on-boarding, leave management and off-boarding processes
* Audit employee data and submit corrections as appropriate
* Respond to routine inquiries from employees regarding basic HR items, PTO balances, special events, job postings

## Qualifications for HR assistant

* Submit employee data reports by assembling, preparing, and analyzing data
* Provide secretarial support by entering, formatting, and printing information
* Provide assistance to the HR Specialist and Manager in administration of the group health and retirement benefits
* Post secondary education, preferably a Bachelor’s Degree in Business or Human Resources Management is required
* Demonstrated initiative to work independently in a team environment is essential
* Must be able to resolve non-routine problems, train staff, and provide guidance to all levels of PNNL staff, including administrators, managers and clients