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# Example of HR Assistant Job Description

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

## Responsibilities for HR assistant

* Manage the transfer and leaver administration process
* Compose and distribute routine written correspondence from Human Resources
* Ensure all criminal record checks are carried out fully and in a timely manner
* Provide administration support for the performance management system
* Liaise with payroll, process approval paperwork relating to salary adjustments
* Provide administrative support and guidance for absence recording
* Manage internal training course administration, liaising with both internal and external trainers and providing administrative support for external training queries (e.g IMC)
* Provide HR administration support to the HR Business Partnering Team, L&D and recruitment teams
* Manage year end processes in line with the company approach
* Assisting with staff recruiting to include printing resumes, scanning recruiting documents into viRecruit, entering data, scheduling interviews, greeting candidates, preparing reports and assisting with job fairs

## Qualifications for HR assistant

* Strong understanding of Federal and State specific guidelines pertaining to leave of absences
* Should be an effectual communicator verbally through writing skills
* Preparing orientation packets and orientation schedules for new staff
* Assisting the Secretarial Supervisor with communication and notifications to Attorneys and ARC Support regarding the daily ARC Support schedules
* Assisting with Staff Appreciation Week, Food for the Bar, Service Awards and other programs/events
* Assisting with the staff professional development program logistics to include tracking attendance, reserving conference rooms, other administrative tasks