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# Example of HR Assistant Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of HR assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for HR assistant

* Process the accurate completion of all contractual changes, including
* Provide administrative support to the recruitment process by scheduling interviews for potential candidates, along with travel arrangements and reallocation of their expense
* Recruiting duties including advertising, reviewing resumes, scheduling interviews, initial screening of candidates, and providing offer letters
* Working with staffing agencies for temporary services
* Managing employee records, ensuring documents are up-to-date
* Assisting with the termination process
* Schedule drug screening appointments and set up background checks
* Pulling the background checks when they return and send it for manager approval
* Getting necessary paper work done for candidates orientation
* Explaining the time keeping system to new hires and ensuring that they are set up in the system

## Qualifications for HR assistant

* Min 1-3 years of relevant working experience, preferred in a HR department
* Proficient in English and Dutch/French
* College or university course work may substitute for the general clerical experience on a year-for-year basis but not for the specific requirements
* Experience in HRA sphere will be a strong plus
* Labour law knowledge
* Intermediate English will be a plus