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# Example of Human Resources Support Job Description

Our company is hiring for a human resources support. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for human resources support

* Create new hire folders and employee information forms
* Schedule 6 week, 12 week and 6 months follow-up calls
* Assist with the administration of performance reviews
* Create term forms and send term ticket
* Save and upload employee documents in ADP
* Write and mail medical claim forms
* Answer front desk calls, as needed
* Create sector availability report weekly
* Update employee email distribution lists weekly
* Provide support with the Excellence Awards

## Qualifications for human resources support

* Advanced knowledge of MS Office software packages including Word, Excel and Power Point
* Bachelor’s degree in business or similar preferred
* Proficiency in Microsoft office (Word, Excel, Outlook, PowerPoint, & Access, Explorer)
* Willing to learn new tasks on the job
* Comfortable operating with a high level of autonomy
* Proficient in MS Office with particularly with Excel and PowerPoint