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# Example of Human Resources Trainee Job Description

Our innovative and growing company is looking to fill the role of human resources trainee. 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 human resources trainee

* Help and support the team in any other daily administrative tasks
* Extends job offers, coordinates with all responsible personnel to insure pre-employment requirements are met, and verifies employees complete on-boarding/in-processing forms in a timely manner
* Ensures the accuracy of effective dates, presence of supporting documentation, and completes staffing actions in personnel in accordance with guidance and regulations
* Responds to visitors and callers inquiries by furnishing information concerning a variety of personnel programs and employment entitlements
* Creates and maintains recruitment and placement case files to include gathering information to finalize case files and retrieves case file information as necessary
* Makes database inquiries, updates employee data in personnel system, generates computer products for employees, and uses automated tools as necessary to accurately prepare report for duty notifications
* Participates in formal program training requirements
* Answer questions regarding general hiring procedures and requirements to be followed for various types of staffing actions
* Process the full range of personnel actions for WG, GS, and other positions, including various types of appointments and separation actions
* Initiate background investigations for new employees, contractors, and volunteers

## Qualifications for human resources trainee

* Will be required to occasionally work overtime
* Are a student in secretarial or human resources field
* Have excellent organization skills
* Are results oriented and you are able to prioritize and respect deadlines
* Are a good team player and you enjoy working in a fast moving, multicultural environment
* Must meet Pathways Program conditions listed under "Requirements"