



Example of Administrative Assistant, Human Resources Job Description

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Our growing company is looking to fill the role of administrative assistant, human resources. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for administrative assistant, human resources

- Managing calendars, including scheduling of meetings
- Handling all aspects of meeting set-up and coordinating schedules during the day
- Screening incoming phone calls and routing appropriately
- Communicating with all levels of staff, including senior staff
- Coordinate meetings with managers to review/revise position descriptions
- Review/test system templates and processes
- Assist in the development of Manager and Staff training documents
- Provide support to managers on system tools
- Assist with training and roll out to staff on how to use the new system
- Provide other project support as required

Qualifications for administrative assistant, human resources

- Attention to detail and high standard for data integrity and quality work
- Human Resource background or Knowledge
- Bachelor's degree and/or equivalent with years of experience in similar role(s) supporting a fast paced, high performing department and team
- Previous experience in HR or related field highly preferred
- Track documents, and maintaining status reports
- Coordinate Human Resources and administrative matters with the business groups including calendaring meeting coordination and filing