



Example of Administrative Assistant, Human Resources Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position 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

- Filing and copying documents
- Assisting with administrative projects
- Manage and maintain executives' schedules, appointment and travel arrangements
- Transcribe and distribute minutes of meetings
- Collect, prepare and analyze data related to projects as needed
- Organize personnel files
- Complete immigration forms
- Handle office reports and requests
- Schedule interviews and travel
- Provide remote Human Resources administrative support

Qualifications for administrative assistant, human resources

- High level of interpersonal skills to handle sensitive situations and confidential information
- Ability to work effectively with multiple internal customers and flexibly manage multiple priorities and projects in a fast-paced, changing environment
- Extensive knowledge of business operations and general administrative procedures

- Experience defining problems, establishing facts, and drawing valid conclusions while using discretion and good judgment
- Ability to work overtime, including weekends when necessary and to travel occasionally