



Example of Administrative Assistant, Human Resources Job Description

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Our company is looking to fill the role of administrative assistant, human resources. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for administrative assistant, human resources

- Maintains HR team calendar, plans and coordinates meeting details and communication for HR team as needed, and manages catering orders for departmental functions
- Compiling information and populating PowerPoint presentations
- Perform other tasks or projects as assigned by managers
- Maintain and coordinate the Trip Reduction Plan mandated by Maricopa County
- Prepare and send faxes
- Benefit reconciliation
- Prepare work orders for maintenance repairs and distribute to Engineering
- Possesses general knowledge of company policies and procedures to relay or interpret information, resolve problems within area, or refer to appropriate party for resolution or exception consideration
- Serves as a liaison between executives, managers, staff, customers and visitors
- Researches and abstracts complex information in preparation for meetings and special projects

Qualifications for administrative assistant, human resources

- College degree required (in the field of human resources, hospitality or related preferably)

- Must have the ability to think on your feet and be a creative problem solver
- Winning personality is critical with an approachable style
- We are seeking a person who prefers to be highly organized and structured, yet can adapt and demonstrate agility when applicable
- Experience in hotel / hospitality a plus