



Example of Administrative Assistant, Human Resources Job Description

Powered by www.VelvetJobs.com

Our company is growing rapidly and is hiring for an administrative assistant, human resources. 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 administrative assistant, human resources

- Attend and provide execution support for SVP Global Events team at local events, as needed
- Order office supplies online through Staples – for office use for conference / events
- Manage inventory levels of sales and marketing materials, and replenish/order new products as needed
- Set up conference calls, GoToMeetings with clients and/or interview candidates as needed
- Track and process invoices from vendors
- Accurately and professionally preparing and editing written communications, presentations and other documents
- Calendar management, requiring interaction with internal/external customers for but not limited to meetings, appointments, presentations, travel, conferences
- Provide support for timely processing of department invoices and expenses including reconciling budget variances
- Performs complex administrative and secretarial assignments which generally involve work of a confidential nature and require a thorough knowledge of the practices and procedures of the function, company products, policies and programs
- May act as coordinator of departmental projects, following up on pending

Qualifications for administrative assistant, human resources

- Previous experience as an administrative assistant required - preferably for senior executives or administrative team members
- Must have demonstrated ability to manage multiple projects simultaneously, positively handle contact with senior executives, employees, and physician and effectively maintain office organization and work flow systems which facilitate tracking rapidly changing priorities
- Experience in a health care environment and/or in a corporate office with multiple company responsibilities is highly desirable
- Excellent interpersonal, customer service skills, and professionalism with the ability to influence and build working relationships among a diverse workforce including frequent interactions with University and corporate executives, community representatives, faculty, and staff
- Must be a self-starter with tremendous initiative to problem solve
- Maintains employee and applicant bulletin boards the erecruit kiosk area