



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. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for administrative assistant, human resources

- Performs annual Motor Vehicle Record check for Beer Division fleet-eligible employees and prepares follow-up documents as needed
- Assists with tasks related to employee events (making name tents, entering employees into iVisitor, event setup and pourings)
- Acts as back-up for HR Generalists to conduct New Hire orientation sessions for Beer Division Chicago-based and Field Sales employees
- Supports on-site HR Directors with expense reporting process and travel arrangements in Concur system as needed
- Helps perform Workday open position and other periodic data audits as needed
- Provides administrative support as needed for general day-to-day duties and projects
- Completes additional duties and responsibilities as assigned
- Scheduling and calendar management, follow-up calls, confirmations and distribution of meeting materials
- Coordinating team meetings, miscellaneous presentations, training sessions and other team events and activities
- Arranging office facilities – scheduling meeting rooms/audio-visual conference calls/recordings/catering as needed

Qualifications for administrative assistant, human resources

- Strong proficiency using a personal computer and MS Office suite (MSWord, Excel, PowerPoint, Access) and administrative programs (Ariba Buyer, XMS, Concur)
- Strong interest in the field of human resources with a desire to learn, develop and grow into other HR roles
- Proficiency in Microsoft suite required
- Strong technical aptitude and highly proficient in Microsoft Office Suite
- Bachelor's degree in related Talent Management field or equivalent training and work experience in the Human Resource or Learning and Development function
- Prior work history supporting HR projects and department initiatives