

Example of Assistant Human Resources Job Description

Powered by www.VelvetJobs.com

Our innovative and growing company is looking for an 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 assistant human resources

- Create and deliver intuitive training materials and resources so old and new employees alike can understand our culture and practices in a fun and exciting way
- Develop and implement air-tight systems to house our employee data and drive key metrics
- Own and drive key people programs across the organization like performance management to support and enhance employee engagement and career development
- Onboard new employees to ensure they experience a world-class cultural integration and understand our values and mission
- Contribute to major team initiatives that impact the growth of the company
- Answer phones, take messages, and direct calls, if needed
- Perform all assigned data entry and filing
- Assemble benefit packets
- Coordinate information to the unemployment provider/vendor
- Process approved vendor invoices to Accounts Payable

Qualifications for assistant human resources

- Solid organizational and administrative experience
- Deep knowledge with the nuts and bolts of Benefits, Payroll, Compensation, Immigration and Legal Compliance

passes, discount tickets, bulletin board postings, , as assigned

- Assist with event set up/clean up
- Set up meetings, appointments, conferences, as required
- Coordinate Leave of Absence between the employee and insurance provider which will include maintaining a calendar for individuals, preparing paperwork, and coordinating actions at each event change