



# Example of Assistant Human Resources Job Description

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

- On-boarding new candidates
- All general administrative tasks as needed
- Sending internal notifications of new hires, transfers, and terminations to appropriate internal groups
- Acting as a liaison with IT/Corp Services for new hires and transfers locally and internationally
- Ensuring the current I9 verification system is current and follows up with employees and designated HR Staff ensuring work authorizations are current and updated in electronic system
- Creation and timely communication of PAN forms and proactive coordination with HRIS and payroll
- Reviewing business card requests
- Maintaining current and accurate employee eFiles in PeopleDoc
- Preparing materials/binders for new hire orientation
- Providing administrative support to the HR team as needed

## Qualifications for assistant human resources

- 1+ year of recent Human Resources experience
- Working knowledge of LawCruit or IGrasp
- 1+ year of Human Resources Administrative experience
- Bachelor's degree with minimum one year of professional-level Human

- Must be able to manage multiple priorities and deadlines