

# Example of Assistant Human Resources Job Description

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Our innovative and growing company is hiring 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

- Answer phones and direct calls to appropriate source
- Prepare daily reports for GM/AGM
- Support HR organization
- Run new hire background checks and drug screens
- Create new hire and replacement ID badges for employees
- Create new hire packets and welcome kits
- Organize and stock HR storage closet and supplies
- Administer pre-employment exams where applicable
- Post job openings
- Reserve conference rooms and order lunches for meetings

## Qualifications for assistant human resources

- 6+ months of Human Resources experience
- Previous experience with Benefits Administration, Project Management, and On/Off-boarding
- Draft and send company communications
- Order office supplies and company goods
- Maintain confidentiality in all aspects of Human Resources, customer and company information
- Perform general clerical duties including but not limited to, copying, faxing, mailing and filing