

Example of Assistant Human Resources Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of 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 assistant human resources

- Provides advocacy for every member of the organization
- Supports the creation of a best-in-class, performance-driven culture
- Advertises current retail and corporate job postings using the Applicant Tracking System and external career sites
- Supports the new hire onboarding process
- Assists with all necessary requisition forms
- Manages hire paperwork and supports onboarding for new employees
- Administers employment verifications for all new hires
- Accurately files, updates, and audits I9 forms and documents for all employees
- Maintains all employee files and ensures all Human Resources documents are filed daily
- Performs any other administrative duties delegated by the Human Resources team

Qualifications for assistant human resources

- Clear and precise verbal and written communication skills
- Self-starter, resourceful and ability to multi task in a fast paced environment
- Ability to work in a very faced-paced, constantly changing environment with

- Preferred 2 to 3 years prior experience in a HR environment
- High proficiency of MS Office required