



# Example of Assistant Manager Human Resources Job Description

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Our company is growing rapidly and is hiring for an assistant manager 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 assistant manager human resources

- Responsible for HR forecasting and budgeting, and periodic management information reports and analysis
- Undertakes HR projects which will help strengthening the overall HR operations and enhance operational efficiencies
- Requires to travel regionally if and when necessary
- Assist HR team with various global HR projects and procedures including documenting, researching, and creating presentations
- Process new hire background checks
- Complete I-9 documentation and E-verify process
- Gather, enter, and/or update data to maintain departmental records, benefit and payroll information and establishes and maintains files and records for the office
- Oversee purchasing of office supplies
- Update organizational charts as necessary
- Manage all aspects of front reception desk including screening and handling telephone communications, greeting and directing visitors, and dealing with administrative problems and inquiries as appropriate

## Qualifications for assistant manager human resources

- 6-10 years of experience designing, developing, and implementing workforce

- BS/BA or University degree in Human Resources, Psychology or related discipline
- Previous HR experience in a global company preferred
- Comfortable handling confidential employee related matters
- Laundry Services