



Example of HR Admin Job Description

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Our innovative and growing company is searching for experienced candidates for the position of HR admin. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for HR admin

- Maintaining recruitment records to include job descriptions, recruitment authorisations and CV's
- Supporting recruitment through posting vacancies and managing responses to speculative candidates
- Ensuring for all interviews that the necessary meeting rooms are booked
- Ad hoc tasks in support of the In-house recruiter
- Perform various administrative and project-related activities in support of an individual or group varying in size
- Drafts and composes emails using current office software applications
- Agendas and materials for meetings
- Makes travel arrangements and prepares expense reports
- Manages departmental recognition, tracks headcount and cubicles
- Provides job candidates by screening, interviewing, and testing applicants

Qualifications for HR admin

- Must have demonstrated strong analytical ability and initiative (self-starter)
- Must be willing to work overtime hours (including on weekends) in response to urgent business requirements from time to time
- Ability to familiarize with changing immigration requirements on an ongoing basis required
- Must be flexible and willing to take on additional duties when travel requirements have peaked

