



Example of HR Admin Job Description

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Our company is growing rapidly and is hiring for a HR admin. 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 HR admin

- Perform deep search in database/web against req
- Do research and lead development work
- Prescreening (including cold calling/automation)
- Do short listing and delivery
- Various HR administrative duties
- Act as first point of contact for HR related questions via phone or E-Mail
- Update HR data base with personal information changes
- Create letters for specific types of situations (Maternity, Paternity, Studyleave)
- Assist with Job Fairs, placement of ads
- Process/retain Applications

Qualifications for HR admin

- Office Experience - General, Scheduling, Telephone Skills, Typing, Documentation Skills, Meeting Planning, Verbal Communication, Written Communication, Dependability, Attention to Detail, Administrative Writing Skills
- Demonstrates confidentiality
- Demonstrate good public relations skills
- Knowledge of HR management system is an advantage
- 2-5 years of general administrative experience in high volume, fast paced

- Ability to multi-task and coordinate multiple schedules effectively and efficiently