



# Example of HR Admin Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our growing company is looking for a HR admin. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for HR admin

- Provides interviewing skills training to new and existing management personnel
- Keeps abreast of State and Federal Regulations that affect interviewing or the hiring process
- Maintain Job Creation Tax Credit Checklist and report all end of the year results
- Performs other duties as directed by CSC Human Resources Leader
- Researches, Identifies and Sells to potential business deals by contacting potential clients, through prospect calls, ad calls, lead follow-up, MPC (most placeable candidate) calls
- Maintains and updates a prospective client lists of 200+ utilizing internal pipelining tearsheets
- Schedules and attends client meetings to generate new business and expand current business
- Develops, penetrates and maintains client relationships through Quality/Expansion Calls
- Negotiates fees and closes deals in accordance with company goals and expectations
- Documentation of all contacts into our recruitment CRM system, for historical data and productivity reporting

## Qualifications for HR admin

- This position is located in Jasper

- Ability to understand business, legal and regulatory requirements of all KEI's facilities
- Technical capability, systems oriented
- Ability to assist and act in a confidential capacity with the management staff and hourly team members
- Ability to learn and perform with minimal supervision the Required Knowledge, skills, and abilities