



# Example of HR Administrative Job Description

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Our growing company is looking to fill the role of HR administrative. 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 administrative

- Manage agreements and contracts with outside consultants and contracts
- Provide administrative support to the department as required
- Establish and maintain complete and accurate filing systems as needed
- Create and distribute correspondence (memos, letters, presentations)
- Arrange travel accommodations
- Answer telephone calls and take messages
- Copy and fax as needed
- Prepare express mail as needed
- Other administrative/ secretarial duties as required
- Provide high-level administrative support for the JHU / JHH, DOM Sr

## Qualifications for HR administrative

- Prior experience in corporate administrative support
- Prior experience in supporting executive level management
- Experience in handling confidential information in a professional manner
- Experience working in and HR department is preferred
- Strong administrative/organizational and multi-tasking skills, executes deliverables and meets deadlines
- Detail oriented, demonstrates accuracy and thoroughness in their work