



Example of HR Administrative Job Description

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Our company is growing rapidly and 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

- Serve as liaison to other sub functions and segments within the organization, as needed
- Prepare, compose and/or edit documents & presentations
- Coordinate meetings and logistics
- Maintain papers and documents (hard and soft copies) as appropriate
- Perform special HR project and initiatives as assigned
- Completes operational requirements by scheduling and assigning temporary employees
- Achieves financial objectives by being informed in the annual budget process
- Supports HR Business partner in the administration of general labor matters for Mexico region
- Supports HR Business partner in the administration of labor secretary inspections, review proper documentation is filed according to requirements from labor secretary in stations operating in Mexico
- Supports HR Business Partner in recurrent training on labor secretary requirements to support staff and management workgroups in the country

Qualifications for HR administrative

- Must have graduated with a degree in 2015
- Excellent detail orientation needed
- Previous EA experience an asset, but not required

- Proactive and flexible to work in a changing environment