



Example of HR Administrative Job Description

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Our innovative and growing company is looking for a 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

- Process miscellaneous employee transactions such as new hires, verify all documents are signed and completed, name badges, separations, salary changes
- Handle miscellaneous data requests for HR related data, documents, reports
- Create and maintain personnel folders
- Maintain inventory of office supplies on a regular basis
- Performing plant daily plant walks
- Answering calls and responding to messages and emails
- Implementing and executing talent care program (attendance incentives, birthdays, newsletters)
- Assisting with hiring events, as needed
- Conducting New Employee Orientation
- Other responsibilities as delegated by the Site Manager

Qualifications for HR administrative

- Ability to deal with sensitive information and preserve its confidentiality
- Effective oral and written communication skills, excellent interpersonal skills, highly collaborative and self-starter
- Can do" positive attitude a must, ability to take responsibility for decisions made in the course of a task, job or project
- Ability to multi-task and prioritize activities in a rapidly changing environment

- Strong customer service orientation, a team player with the ability to establish collaborative working relationships across the enterprise, deals effectively with diverse work styles and in differing environments