



Example of HR Administrative Job Description

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

Responsibilities for HR administrative

- Posting job vacancies in TMS recruitment portal for all non-exempt and exempt level positions
- Processes employment applications and assists in other employment activities such as scheduling interviews, booking conference rooms, and sending out interview schedule to recruitment team
- Assists HR Manager new employee packets and various support functions
- Creates employee correspondence, flyers, meeting notices and sends to HR Manager for approval
- Filing confidential paperwork in employee personnel files
- Assists with processing of CIS Forms and IT Request Forms for all employees and temporary employees
- Ensure employee bulletin boards are current and displayed neatly
- Assists with badging/gate/key card system, ensuring all employees have access
- Serve as backup payroll processor
- Maintains discretion with confidential and sensitive employee information

Qualifications for HR administrative

- An understanding of the LS&Co
- Excellent problem solving and interpersonal skills, with the ability to work independently and proactively seek guidance where appropriate
- Attention to detail, and ability to follow through on assignments until final results are achieved

- Excellent organizational skills, keen eye for attention to detail and proven ability to independently handle multiple tasks in a fast-paced environment
- Must be able to problem solve and adapt quickly to changing circumstances