



Example of HR Administrative Job Description

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Our growing company is looking for a HR administrative. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for HR administrative

- Compiles, analyzes and summarizes large amounts of data in Excel on a monthly basis
- Assist with annual salary survey
- Run payroll and OT reports
- Completing weekly SOX audits
- Monitor, audit and use the Kronos attendance system to assist supervisors in attendance tracking
- Complete and process through payroll the Kronos report to pay VIP on a quarterly basis in a timely and responsive manner – audit the time cards after uploading to ensure correctness before payroll is run
- Respond to HR records requests from firm associates and leaders
- Retrieve and maintain HR record files and replace files when returned to the department
- Run queries to pull associate data by request
- Draft communication and letters using Microsoft Word

Qualifications for HR administrative

- Must have a team player mindset, actively take initiative and have a strong work ethic
- Be self-motivated and curious and sense of confidentiality
- Have a “customer service” orientation with ability to escalate issues when appropriate
- A minimum of a High School/GED degree is required

- Excellent word-processing skills (50 - 60 wpm) and business writing ability, plus accurate and precise proof reading skills