



Example of Human Resources Administrative Assistant Job Description

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Our company is looking to fill the role of human resources administrative assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for human resources administrative assistant

- Assist in maintaining and updating organizational charts
- Assist in program rollouts and HR related events
- Maintain Organizational Chart notebook for VP
- Maintain and set up files
- Filing, copying, distributing
- Assist in scheduling/managing the interview process between candidates and hiring managers
- Post position openings online using various job boards
- Coordinate and schedule conference rooms for meetings
- Assist in preparing offer letters for new employees
- Handle new hire orientation and on-boarding process for New York office

Qualifications for human resources administrative assistant

- Work closely with facilities and IT with regards to seating moves and arrangements/floor plans
- Serve as the administrator for Seamless corporate account
- Assist in preparing and editing employee termination and separation agreements
- Assist HR Generalists with various research projects and/or special projects as needed
- Excellent judgment and decision making skills consistently demonstrating

- Oversee the online timesheet process including but not limited to setting up new users (both candidates and clients), troubleshooting, invoicing, tracking submissions and approvals