



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. 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 human resources administrative assistant

- Manage the applicant flow and applicant tracking process and follow-up
- Handle initiation of employee change forms, terminations
- Maintain department records, to include personnel file maintenance
- Maintain posted information on the company bulletin boards
- Act as the primary contact for all new employees, including on boarding
- Update policies / employee handbook
- Proactively manages the schedule and calendar of the Director of Human Resources and anticipates logistical opportunities or needs
- Schedules and manages complex travel arrangements on a frequent basis
- Coordinates meeting and event scheduling and logistical planning (travel, space, catering,) for the People team
- Prioritizes Director's workflow, takes responsibility for responding and resolving issues as appropriate, and serves as liaison to other teams and external parties as needed

Qualifications for human resources administrative assistant

- Collaboration and teamwork with administrative support across team
- Experience navigating across a matrixed environment to gather information, provide input, and/or integrate work as needed
- Compiles data and research as needed

- Teams with others to maintain SharePoint and intranet sites, including structure, posting of content, and updating for accuracy
- Maintains electronic and physical filing and storage systems, in accordance with the Firm's document retention/ destruction policy