



# Example of Human Resources Administrative Assistant Job Description

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Our innovative and growing company is looking for a human resources administrative assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for human resources administrative assistant

- Archive benefit files
- Coordinate packets and update materials
- Screen applicants, complete reference checks, background checks, and facilitate new hire checks
- Process and route incoming and outgoing mail
- Enter accurate and timely information into Workday including, but not limited to new hires, transfers, delegations and wage information
- Generate lists and communicate performance reviews that are due, birthday lists, anniversary list and the monthly events calendar for the upcoming month, by the last week of the previous month
- Post necessary information on electronic communication board
- Maintain the cleanliness of the office and order supplies when necessary
- Complete accurate purchase orders in a timely manner into Birchstreet
- Manage service award process and order in a timely manner, if needed

## Qualifications for human resources administrative assistant

- Bachelors in Human Resource Management or related field preferred but not required
- 5+ years of Administrative Assistant, Office Manager or HR or related experience in a fast paced employee based or client needs business
- Minimum of four years of related administrative experience

- Excellent communication, writing, organizational, coordination and collaborative skills, both with peers and across the HR team
- A high degree of professionalism, the ability to remain calm under pressure, and a commitment to excellence are required, with the ability and desire to progress in the HR organization