



Example of Human Resources Administrative Assistant Job Description

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Our growing company is looking to fill the role of human resources administrative assistant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for human resources administrative assistant

- Maintaining the HR Sharepoint site
- Completing HR transactions
- Collecting data and preparing related HR statistics/reports
- Termination coordination
- Calendar management and booking travel arrangements
- Completing expense reports, filing, and document preparation
- HR Transactions
- Act as main point of contact for vendors and visitors
- Prepare outgoing mail, weighing, calculating postage and posting letters and parcels
- Support requests for catering

Qualifications for human resources administrative assistant

- Previous exposure and communication level/skill commensurate to senior level executives in a medium sized company a plus
- Experience in Talent Acquisition/HR
- Proven experience as an administrative assistant or in other similar position
- 2+ years' experience in Human Resources, preferably in a manufacturing environment
- Experience working in ISO9001 or ISO13485 manufacturing environment a

- Associates Degree with a major in Human Resources, Business Administration, or related field