



Example of Human Resources Administrative Assistant Job Description

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Our company is hiring for a 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

- Answers routine correspondence and routes mail to the appropriate persons
- Prepare expense reports, invoices, travel arrangements, and other misc
- Respond to ad hoc requests (filing, copying, troubleshooting printer problems,) and provide project/program support representing the team (researching issues or questions about policies or practices, coordinate a conference)
- May back-up other administrative assistants, including providing some Receptionist support to the HR floor
- Acts as a key contact in the Chicago office by responding to employee questions and providing information on HR-related services and programs, or redirecting employees to appropriate HR colleagues for further guidance as needed
- Provides phone coverage for Chicago office HR-related phone calls, opens and distributes department mail, and manages FedEx mailing for the department
- Provides support as a liaison to corporate office to assist with general administrative tasks and programs requiring a Chicago office champion from HR
- Codes, processes and tracks all departmental invoicing on a timely basis, including candidate travel and Wellness program reimbursements, and recruiting, relocation, and temporary labor expenses among others

the Chicago office where applicable

- Generates change notification emails for Beer Division employee changes including new hires, transfers/promotions and terminations

Qualifications for human resources administrative assistant

- High school education or equivalent, Administrative/office certificate or post high school coursework in business is preferred
- Completion of some college coursework – Bachelor's degree preferred
- A high level of professionalism and a commitment to customer service and confidentiality
- Associate degree in Business Administration or high school diploma and administrative experience
- Ability to exercise discretion due to accessing and handling sensitive and confidential information
- Experience with SharePoint (as a user or site owner)