HUMAN RESOURCE ADMINISTRATIVE ASSISTANT

Job Description:

**Human Resources Administrative Assistants** support management-level staff and perform a variety of tasks. The primary duty of an HR Administrative Assistant is to collect and manage all data pertaining to a business’ employees, but they are also involved in the recruiting, hiring, and training of new employees. The most important skills for this role are interpersonal and communication skills, computer literacy, human resources expertise, and multitasking.

Job Responsibilities:

* Maintain employee records (soft and hard copies)
* Update HR databases (e.g. new hires, separations, vacation and sick leaves)
* Prepare paperwork for HR policies and procedures
* Process employees’ requests and provide relevant information
* Coordinate HR projects, meetings and training seminars
* Collaborate with the Recruiter to post job ads on careers pages and process incoming resumes
* Manage the department’s telephone center and address queries accordingly
* Prepare reports and presentations for internal communications
* Provide onboarding packages to new hires
* Provide administrative support for HR executives
* Organize, compile, update company personnel records and documentation
* Assist in updating HR databases with different information such as new hires, terminations, sick leaves, warnings, vacation and days off
* Prepare, manage and store paperwork for HR policies and procedures
* Answer employees’ questions and provide requested information
* Maintain schedule and coordinate calendar activities
* Assist recruiters in posting job ads on careers pages and processing received resumes
* Answer telephone calls and provide needed information
* Create reports for senior management
* Help organize and manage new employee orientation, on-boarding, and training programs

Job Qualifications:

* High School Diploma
* Associates in human resources or related field preferred
* Experience as a human resources administrative assistant

Opportunities as a human resources administrative assistant or are available for applicants without experience in which more than one a human resources administrative assistant is needed in an area such that an experienced a human resources administrative assistant will be present to mentor.

Job Skills Required:

* Excellent time management skills and ability to multi-task and prioritize work
* Awareness of finance regulations and stock market analysis
* Attention to detail and problem solving skills
* Excellent written and verbal communication skills
* Strong organizational and planning skills
* Outstanding organizational and time management skills
* Resourcefulness and ability to problem solve
* Ability to multitask and prioritize daily workload and development procedures
* Outstanding communication and interpersonal skills
* Familiarity with human resource principles
* Skilled in working with Microsoft Office
* Knowledge of HR software and Recruitment Marketing platforms
* Familiarity with labor laws