

HR Assistant Job Description template

HR Assistant Job Description Template/Brief

Our company is looking for a self-motivated and experienced HR Assistant to help out in our busy HR department. The selected applicant will be in charge of providing administrative assistance to the department, aiding with the recruiting process, arranging new employee orientations and training, and inputting many employment records into our HR database.

We want to hear from you if you are a professional with a strong sense of confidentiality and a background in data entry.

HR Assistant Job Profile

A Human Resources (HR) Assistant is a professional in charge of an organization's everyday administrative and HR activities. They help in recruitment, record keeping for payroll processing, and clerical assistance for all workers.

Reports To

- Human Resource Manager
- C Suite

HR Assistant Responsibilities

- Keeps human resource files, records, and paperwork correct and up to date
- Responds to frequently asked inquiries from applicants and employees about standard policies, benefits, and recruiting processes, among other things; sends more complex issues to suitable senior-level HR professionals or management
- Ensures the confidentiality and integrity of human resource files and records
- Conducts quarterly audits of HR files and records to verify that all needed documentation is properly collected and filed
- Assists the HR department with clerical tasks
- May help with payroll activities such as processing, addressing employee inquiries, correcting processing problems, and distributing checks
- Serves as a liaison between the company and outside benefit providers and contractors, such as health, disability, and retirement plan providers
- Leads or aids with new employee orientation
- Assists in the design and execution of special events such as benefits enrollment, company-wide meetings, employee recognition events, holiday parties, and retirement celebrations
- Assists with other responsibilities as assigned

HR Assistant Requirements & Skills

- A bachelor's degree in human resources or a related field
- Familiarity with labour laws and employment equity regulations
- Effective human resource administration and people management abilities
- Familiarity with payroll procedures
- In-depth knowledge of HR operations and best practices
- Outstanding writing and vocal communication abilities
- Performs well under pressure and fulfils deadlines
- Excellent computer skills, including email, MS Office, and other business and communication tools
- Outstanding organizational and time-management abilities
- Excellent decision-making and problem-solving abilities
- Extensive attention to detail