

Job Description

OVERVIEW			
Job Title	Human Resources Assistant	Job Code	---
Division	---	Department	---
Role Purpose	The position of human resources assistant consists of compiling and keeping personnel records and recording data for each employee, such as addresses, weekly earnings, absences, amount of sales or production, supervisory reports on ability and date of and reason for termination. It also consists of compiling and typing reports from employment records, filing employment records, searching employee files and furnishing information to authorized persons		

REPORTING LINES			
Direct Reporting Relationships	•	Supervises (titles)	• NA

DUTIES PERFORMED		
% of Time	Key Accountabilities	Key Activities
100%	Team Management	<ul style="list-style-type: none">• Answer questions regarding examinations, eligibility, salaries, benefits, and other pertinent information• Arrange for advertising or posting of job vacancies, and notify eligible workers of position availability• Compile and prepare reports and documents pertaining to personnel activities• Examine employee files to answer inquiries and provide information for personnel actions• Explain company personnel policies, benefits, and procedures to employees or job applicants• Gather personnel records from other departments or employees• Process and review employment applications to evaluate qualifications or eligibility of applicants• Process, verify, and maintain personnel related documentation, including staffing, recruitment, training, grievances, performance evaluations, classifications, and employee leaves of absence• Record data for each employee, including such information as addresses, weekly earnings, absences, amount of sales or production, supervisory reports on performance, and dates of and reasons for terminations• Request information from law enforcement officials, previous employers, and other references to determine applicants' employment acceptability

Qualifications and requirements

- Training in vocational schools or an associate's degree
- Ability to give full attention to what other people are saying, to use logic and reason to identify the strengths and weaknesses of alternative solutions, and to monitor/assess performance of other individuals

Competencies (in order of importance)

- Integrity — Job requires being honest and ethical
- Attention to Detail — Job requires being careful about detail and thorough in completing work tasks
- Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations
- Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude
- Initiative — Job requires a willingness to take on responsibilities and challenges

Lines of communication

- Please Identify where the position fits within the hierarchy of your organization

VERSION TRACKING

Version		
Prepared by:		
First review by:		
Second review by:		
Approved by:	Name	
	Signature	
	Date	