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[COMPANY NAME] JOB DESCRIPTION

Position: Human Resources Assistants (except payroll and timekeeping)

Job Description:

Compile and keep personnel records. Record data for each employee, such as address, weekly earnings, absences, amount of sales or production, supervisory reports on ability, and date of and reason for termination. Compile and type reports from employment records. File employment records. Search employee files and furnish information to authorized persons.

Job Tasks:

- 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 and/or employees.
- Inform job applicants of their acceptance or rejection of employment.
- Process and review employment applications in order to evaluate qualifications or eligibility of applicants.
- Process, verify, and maintain documentation relating to personnel activities such as staffing, recruitment, training, grievances, performance evaluations, and classifications.
- Provide assistance in administering employee benefit programs and worker's compensation plans.
- 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 in order to determine applicants' employment acceptability.

- Administer and score applicant and employee aptitude, personality, and interest assessment instruments.
- Arrange for in-house and external training activities.
- Interview job applicants to obtain and verify information used to screen and evaluate them.
- Prepare badges, passes, and identification cards, and perform other security-related duties.
- Search employee files in order to obtain information for authorized persons and organizations, such as credit bureaus and finance companies.
- Select applicants meeting specified job requirements and refer them to hiring personnel.

Required Knowledge:

- **Personnel and Human Resources** -- Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- **Clerical** -- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- **English Language** -- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Mathematics** -- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- **Computers and Electronics** -- Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

Required Skills:

- **Reading Comprehension** -- Understanding written sentences and paragraphs in work related documents.
- **Speaking** -- Talking to others to convey information effectively.
- **Writing** -- Communicating effectively in writing as appropriate for the needs of the audience.
- **Active Listening** -- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

- **Management of Personnel Resources** -- Motivating, developing, and directing people as they work, identifying the best people for the job.

Abilities Required:

- **Speech Clarity** -- The ability to speak clearly so others can understand you.
- **Oral Comprehension** -- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- **Written Comprehension** -- The ability to read and understand information and ideas presented in writing.
- **Oral Expression** -- The ability to communicate information and ideas in speaking so others will understand.
- **Written Expression** -- The ability to communicate information and ideas in writing so others will understand.
- **Near Vision** -- The ability to see details at close range (within a few feet of the observer).

Job Activities:

- **Documenting/Recording Information** -- Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- **Processing Information** -- Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
- **Getting Information** -- Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Interacting With Computers** -- Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- **Communicating with Persons Outside Organization** -- Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or email.
- **Communicating with Supervisors, Peers, or Subordinates** -- Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- **Staffing Organizational Units** -- Recruiting, interviewing, selecting, hiring, and promoting employees in an organization.

- **Performing Administrative Activities** -- Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.
- **Evaluating Information to Determine Compliance with Standards** -- Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- **Judging the Qualities of Things, Services, or People** -- Assessing the value, importance, or quality of things or people.

I _____ acknowledge that I have read and understood this job description for the position of Human Resources Assistant.

Employee Name: _____

Date: _____

Supervisor Name: _____

Date: _____