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| **JOB DESCRIPTION** |
| **DATE:**  |
| COMPANY: |  | JOB TITLE: | HUMAN RESOURCES ASSISTANT |
| DEPARTMENT: |  | CURRENT INCUMBENT: |  |
| DIRECT SUBORDINATES: |  | INDIRECT SUBORDINATES: |  |
| BRIEF DESCRIPTION: | The post of a 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 authorised persons. |
| QUALIFICATIONS & 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.
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| COMPETENCIES: | * 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.
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| 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 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.
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| LINES OF COMMUNICATION: | SPECIFY |
| WORKING CONDITIONS: |  Indicate whether the position is half time or full time. List any unique working conditions such as hours etc. |
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| SIGNATORIES: |  |
|  | NAME: | DATE: | SIGNATURE: |
| INCUMBENT: |  |  |  |
| LINE MANAGER: |  |  |  |
| HR MANAGER: |  |  |  |