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## Human resource assistant resume

I'm a dedicated HR professional with a strong background in streamlining operations, controlling costs, and maximizing efficiency. Proficient in providing exceptional customer service, inventory management, safety protocols, and bilingual Spanish communication skills. Seeking a dynamic Bilingual HR/Receptionist role with tremendous growth opportunities. With extensive experience in managing administrative aspects of directorate operating programs, I've developed expertise in problem-solving, resolving travel issues for armed forces recruits and enlistees, and adapting techniques to accomplish work independently. My strong understanding of transportation regulations and procedures enables me to provide guidance to managers and employees alike. I'm a reliable and dependable employee who excels at maintaining accurate records, educating new hires on policy and procedure changes, and supporting the HR team. In my previous roles, I've successfully coordinated events, collaborated with administrative teams on special projects, and performed various human resource functions, including training new hires and conducting pre-employment briefings. I'm well-versed in reviewing and correcting job offer letters, verifying human resource paperwork for accuracy, creating total compensation statements, and managing benefit open enrollment processes. As a seasoned HR professional, I'm eager to bring my expertise and education to a company where I can make an immediate impact on the mission and goals. With proficiency in Microsoft Office and strong skills in management, human resources, benefits administration, personnel management, and training & development, I'm confident in my ability to excel in a Bilingual HR/Receptionist position with great growing potential. Looking for a role where you can utilize your skills in human resources to support the organization's success, we need an experienced HR professional to help with various tasks. Key Responsibilities: - Gather information from employee files to answer inquiries and provide personnel actions - Answer questions about examinations, eligibility, salaries, benefits, and other relevant details - Compile reports and documents related to personnel activities - Maintain accurate records, including personnel changes, promotions, and salary increases Responsibilities as a HR Specialist: - Utilize ADP software to maintain HR database, time and attendance, payroll, and perform bi-weekly payroll for both exempt and nonexempt employees - Assist the HR Manager with job descriptions, job postings, recruitment, reviewing resumes, conducting phone screening interviews, scheduling and coordinating interviews - Manage, organize, update, and maintain employee files, records, correspondence, charts, and reports - Provide daily reports from ADP to collect and analyze data, identify issues, and improve labor performance - Handle sensitive HR-related matters, such as confidential information issues Responsibilities in Human Resources: - Enter new hire information into the hris system and forward proper notification to payroll - Conduct new hire orientation, including informing new employees of available insurance benefits, procedures, and related information - Coordinate with an insurance company regarding claims, resolving problem cases - Provide follow-up correspondence to applicants and agencies regarding employment status To effectively manage employee records and human resources processes, develop positive social skills through modeling behaviors, and promote a company culture that values teamwork and respect. A strong HR professional should be able to process paperwork for terminations, conduct background checks, and assist with resolving claims such as unemployment and workers compensation. They should also facilitate new employee orientation, maintain accurate time-off records, and ensure compliance with agency regulations. Given article text here **Job Description Highlights** For a human resources (HR) assistant role, popular job descriptions include HRIS, data analysis, payroll software, benefits administration, and Microsoft Office Suite. Prioritize your experience to stand out. **Key Experience with Compliance** Emphasize your understanding of labor laws, EEO regulations, or OSHA guidelines. This is crucial for the position. **Human Resources Assistant Resume Examples** As an HR assistant, you'll help manage employee hiring and development. You'll take care of basic duties like recruitment, data entry, payroll, and employee assistance. **Why Highlight Employee Retention and Compliance?** Companies can't afford to compromise on employee retention and complying with the Department of Labor. Showcase your skills in FLSA and OFCCP compliance and employee retention in your resume. **Best Resume Skills for HR Assistants** \* Software proficiency \* Onboarding \* Labor law proficiency \* Organizational skills \* Communications skills \* Conflict resolution skills \* Attention to detail \* MS Office proficiency \* Payroll management **Demonstrating Your Value** As an HR assistant, you'll help with employee management. In your resume's work experience section, highlight how you made hiring and retaining employees easier. When crafting a resume as an HR assistant, prioritize brevity and clarity by using proper formatting and ample white space. Include relevant work documentation to quantify HR achievements. For inspiration, review other resume examples. Consider adding a career objective to provide a personal touch and showcase your unique strengths. Highlight specific skills that set you apart from others in the field, such as labor law expertise or talent management proficiency. As an HR assistant, you'll need strong organizational, problem-solving, communication, and conflict resolution skills. To increase chances of landing a job, customize your resume for each position you apply to by using relevant keywords and highlighting achievements tailored to that specific role. If hired, you'll likely submit your work to the HR manager and collaborate with recruiters and other HR staff members. (Note: I chose the "WRITE AS A NON-NATIVE ENGLISH SPEAKER (NNES)" method)