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HR assistant

Every successful business owes a part of its success to the HR department, and at the heart of this department is the HR assistant.

In this article, we will explain the importance of the HR assistant role. This includes the responsibilities, skills, choices for hiring, salaries, and the comparison of on-site versus remote HR assistant positions.

What is an HR assistant?

An HR assistant, short for human resources assistant, is a vital role within the human resources department of an organization.

This individual provides crucial support to HR professionals and is important in maintaining the overall efficiency of HR operations.

An HR assistant is the backbone of administrative tasks within the HR department.

HR assistants handle various responsibilities, such as managing paperwork and maintaining employee records. They also assist with recruitment processes, onboarding and offboarding employees, and overseeing employee benefit programs.

Duties of an HR assistant

The duties of an HR assistant encompass a wide range of responsibilities essential for the smooth functioning of the human resources department within an organization.

These duties include:

Administrative support

HR assistants handle paperwork, maintain employee records, and assist in payroll processing. Without them, the [HR department](#) would be overloaded with paperwork.

Recruitment assistance

HR assistants are crucial in recruitment, from posting job openings to coordinating interviews. They often screen applications, schedule interviews, and liaise with candidates.

Onboarding and offboarding

When a new employee joins or an existing one leaves, HR assistants ensure the process is seamless.

An HR assistant handles orientation for new hires and facilitates exit procedures for departing employees.

Benefit administration

HR assistants are the go-to experts for employee benefits. They help employees understand and enroll in benefit programs, ensuring everyone receives the perks they deserve.

Compliance and policy implementation

HR assistants ensure that the company complies with labor laws and internal policies. These specialists help draft and update HR policies, making sure everyone in the organization follows the rules.

Skills and requirements needed in an HR assistant

To be effective in this role, HR assistants need a unique skill set:

1. **Communication skills** - Clear and concise communication is key. HR assistants must communicate effectively with employees, management, and candidates.
2. **Organizational skills** - With numerous tasks at hand, staying organized is crucial. HR assistants need to manage multiple documents, schedules, and deadlines efficiently.
3. **Attention to detail** - Errors in HR can have serious consequences. HR assistants must be meticulous when handling sensitive information.
4. **Tech-savvy** - HR is increasingly reliant on technology. Familiarity with [HR software](#) and tools is a big plus.

5. **Discretion and trustworthiness** - HR assistants deal with confidential information daily. Trustworthiness is non-negotiable.

Where to hire an HR assistant?

When hiring HR assistants, you have several options to consider, each with its own set of advantages and considerations.

Let's explore these hiring options:

Local hiring

- **[Indeed](#)**. Local job search platforms like Indeed allow you to post job openings and connect with candidates in your area. This option is ideal if you prefer HR assistants who can work on-site and be physically present in your office.
- **[Jobstreet](#)**. Similar to Indeed, Jobstreet is a platform focused on local job opportunities. It's a popular choice in some regions, particularly in Asia.

Offshore hiring

- **Outsourcing agencies**. You can consider partnering with outsourcing agencies that provide HR services. These agencies often have access to a pool of skilled HR assistants worldwide.
- **Freelance platforms**. Freelance platforms like [Upwork](#) and Freelancer allow you to hire HR assistants from different countries on a project basis. This option is suitable for tasks that can be outsourced without the need for a full-time on-site presence.

Remote hiring

- **Remote job platforms**. Platforms like [Remote.co](#) and [We Work Remotely](#) cater specifically to remote job seekers. Remote hiring offers flexibility and allows you to tap into a global talent pool.
- **[LinkedIn](#)**. LinkedIn also provides access to many HR professionals open to remote work opportunities. You can connect with potential HR assistants and assess their suitability for remote roles.

Internal promotion

Sometimes, the best HR assistant for your organization might already be working within the company. Internal promotions can boost employee morale and loyalty.

Consider promoting an existing employee with the necessary skills and experience to fill the HR assistant role.

Salary comparison for HR assistant

The compensation for HR assistants varies based on experience, location, and complexity.

According to [Worldsalaries](#), the average salary for an HR assistant in the Philippines is [\\$4,330 annually](#).

Meanwhile, the average salary for HR assistants in the United States is [\\$39,800 annually](#). This figure can go up significantly in larger cities with a higher cost of living.

The table below shows the salary comparison according to experience.

	Junior	Mid	Senior
Philippines	\$1,989	\$4,330	\$6,870
USA	\$17,800	\$39,800	\$63,500

On-site vs. Remote setup for an HR assistant

The choice between an on-site and remote setup for an HR assistant is a decision that depends on several factors like:

- Nature of your organization
- Company culture
- Specific responsibilities of the HR assistant role

An on-site HR assistant is physically present in the office. This setup allows for more immediate interactions with employees and management. It is ideal for companies where face-to-face communication is essential.

Meanwhile, a remote HR assistant works from a different location, often from home. This setup provides flexibility and can be cost-effective.

A remote setup is suitable for companies that embrace remote work culture.

HR assistant job description template

This [HR assistant job description template](#) is a comprehensive guide for recruiters seeking to hire a skilled and creative professional.

It outlines the key responsibilities, qualifications, and application process, showcasing the role's requirements and expectations within the organization.

Feel free to customize this template to match your company's needs and preferences.

You can also adapt and customize [these questions](#) as needed to suit your recruitment process's specific requirements and expectations