HR Toolkit™
FOR SMALL BUSINESS & HR CONSULTANTS

Date completed/revised: DD/MM/YYYY

Position Details

Title	Administrative Assistant
Reports To	Insert title, not individual's name
Department	Administration
Position Status	☐ Employee ☐ Contractor ☐ Consultant ☐ Full-Time ☐ Part-Time ☐ On-going ☐ Term Term End Date (if applicable): DD/MM/YYYY
Eligible for Benefits	☐ Yes ☐ No Comments if applicable
Overtime Exemption Status	☐ Exempt ☐ Non-Exempt
Variable Compensation	☐ Bonus ☐ Commission ☐ Shift Premium ☐ Car Allowance ☐ Not applicable
Hours per Week	Insert actual expected hours of work per week, excluding breaks or lunch/week
Location	
Job Classification	CUSTOMIZER: If classifications have been established, insert job categories. Below shows an example. Otherwise, delete this row ☐ Clerical ☐ Administrator ☐ Coordinator ☐ Manager ☐ Director ☐ VP
Salary Range	Insert salary range, or insert: "As per Job Classification"
Direct Reports	As of DD/MM/YYYY but subject to change, position is responsible for Insert number direct reports, as follows: ♦ Title. Insert additional bullets as required ☐ Not Applicable

This template is included in the ConnectsUs HR™ Toolkits.

HR Toolkit™
FOR SMALL BUSINESS

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FOR HR CONSULTANTS

Set up your HR Department	Create HR for Clients
A complete HR Toolkit for small business to create and maintain your HR fundamentals.	HR Toolkit for Small Business, but made for HR consultants with the following differences:

Set up your HR Department

A complete HR Toolkit for small business to create and maintain your HR fundamentals.

Create your HR materials

- 260+ premium templates to create contracts, employee manuals, forms, spreadsheets and manager guides

- Download your HR folders

- Identify your HR priorities

- 22 HR topics

- Create HR intranet

Support your HR Function

- COVID-19 Portal

- Legislation Portal

- Remote Workforce Portal

- Mental Health Portal

- Diversity & Inclusion Portal

- Weekly updates, email notifications

- Help & support. With real humans!

Create HR for Clients

HR Toolkit for Small Business, but made for HR consultants with the following differences:

- Special licensing for use with clients

- Additional module + additional download of pre-assembled folders and templates to create your own master HR toolkit to re-use for new clients

- Pricing.

   c.   Overall responsibility for office supplies.

   d.   Receives and directs visitors and clients.

   a.   Liaises with office vendors.

   b.   Updates and maintains office policies and procedures.

2. **Administration Support for Manager & Staff Example 40%**

   a.   Produces, edits, and proofreads documents.

   b.   Data entry.

   c.   Project follow up.

   d.   Organizes meetings and appointments.

   e.   Maintains contact lists.

   f.   Maintains an organized filing system.

   g.   Records and distributes meeting minutes.

   h.   Handles travel arrangements.

3. **Insert high-level responsibility   Example 20%**

   a.   List key tasks associated with that responsibility

   b.

   c.

   d.

Job-Related Technical Skills

Skills	Proficient	Experience with	Familiar with
Data entry	x		
MS Office products, particularly Word & Excel	x		
A minimum of 35 words per minute typing speed or the ability to use voice to text software to support increasing digital communication and content generation	x		
Internet research	x		
Organizational skills	x		
Customer service skills		x	

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Document Owner: HR

Last Updated: <insert date>

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- Controls interruptions.
- Accomplishes work in a timely manner.

FLEXIBILITY / ADAPTABILITY

- Adjusts own behaviors to work successfully in light of new information, and/or changing direction and environments.
- Is willing to adapt and do what is necessary to get the desired results.
- Remains positive when faced with unexpected events.
- Adapts well to, and supports change.
- Accepts changing priorities and direction.

ATTENTION TO DETAILS

- Thoroughly accomplishes tasks with the utmost attention placed on accuracy in all areas involved, no matter how small.
- Monitors and double checks information to produce consistently error-free work.
- Adheres to procedures and standards.
- Possesses a strong ability to focus on tasks and priorities amidst continuous distractions.

PROBLEM SOLVING

- Assesses challenges to identify causes.
- Gathers and processes relevant information.
- Generates creative solutions and finds a way to make it work.
- Makes recommendations and/or resolves the situation.
- Acknowledges when one doesn't know something and takes steps to find the answer.

TEAMWORK / COLLABORATION

- Works cooperatively and effectively with others to set goals, resolve problems, and make decisions.
- Promotes collaboration and interaction.
- Works effectively with people with different abilities and perspectives.
- Resolves conflict quickly and lets it go.
- Shares information.
- Supports team members.
- Makes time for celebration.

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Acknowledgement

Accepted and agreed to by:

EMPLOYEE

Employee Name

Signature   Date

MANAGER APPROVAL

Manager Name	Manager Title

Signature   Date

NEXT LEVEL APPROVAL

All job descriptions require approval by CUSTOMIZER: Insert approval position level 1. Example: Department VP, or delete this section if not applicable.

Name	Title

Signature   Date

HR APPROVAL

All positions require review and approval by HR CUSTOMIZER: Insert HR approval level. Example: HR Manager, or delete this section if not applicable.

Name	Title

Signature   Date

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