

Personnel Clerks

Personnel Clerks are professionals who support human resources and administrative functions by maintaining employee records, processing HR documentation, and assisting with recruitment, benefits, and staff management tasks. They ensure accurate recordkeeping and smooth HR operations within an organization.

Duties and Powers

- Maintain and update employee personnel files, records, and databases.
- Assist in recruitment processes, including posting job vacancies and scheduling interviews.
- Process employment documentation, contracts, and onboarding forms.
- Monitor employee attendance, leave records, and work schedules.
- Assist with payroll preparation, benefits administration, and other HR-related tasks.
- Respond to employee inquiries regarding policies, procedures, and benefits.
- Ensure compliance with labor laws, organizational policies, and confidentiality requirements.
- Prepare reports and summaries on staffing, turnover, and HR metrics for management.
- Coordinate training sessions, staff development programs, and performance evaluations.
- Support HR managers and other staff in implementing personnel policies and administrative procedures.