

# PERSONNEL ADMINISTRATIVE ASSISTANT SECRETARY

## SECRETARIAL WORK CONTENT REPORT FORM

Personnel assistant work content report				
serial number	Nature of the work	work content	expiration date	Completion Date
1	day work	According to the company's job requirements, timely post-recruitment positions on Zhushou Talent Network, make an appointment for interview time and follow up the application results. The recruitment positions are updated daily.	that day	
2		If necessary, go to the first floor in the afternoon to set up a stall for recruitment, and follow up the application results.	that day	
3		Application, renewal, replacement and issuance of residence permits for company personnel.	that day	
4		Handle social insurance for the company's personnel, and increase or decrease employees in a timely manner according to the flow of personnel.	that day	
5		Issuance and management of floor staff uniforms.	that day	
6		Company personnel files, contracts and agreements are kept.	that day	
7		Other flexible work assigned by superiors.	that day	
8	work week	Submit the weekly report on the recruitment work schedule on the following Monday.	every Monday	
9		Every Wednesday, count the number of people who need bus passes in each place, and submit the application fee for the "Bus Purchase Form" in the OA system, and order and distribute buses according to different places.	every Thursday	
10	monthly work	Social Security: At the beginning of the month, go to the Social Security Bureau to copy the social security information. After the recapitulation is OK, submit the "Bus Purchase Form" in the OA system with the application fee for the social security report (our company will transfer the account) after the recapitulation is OK.	Before the 1st of the month	
11		Social Security: No need to go to the Social Security Bureau, directly download our social security information to make a report on the (Social Security Network) online declaration, and submit the application fee for the "Purchase Purchase Form" in the OA system.	Before the 1st of the month	
12		Count the list of birthday gifts made to the person in charge of the relevant department for confirmation, and send an email to the administrative department to arrange gifts made on the 1st of each month.	10th of the month	
13		After counting the employee salary adjustment list and confirming it with the person in charge of the relevant department, submit the corresponding "Salary Adjustment Application Form" in the OA system to go through the approval process.	15th of the month	
14		Statistical information: contract expiry list, renewal work item department to follow up the contract renewal status in time.	15th of the month	
15		Monthly performance assessment follow-up and assessment data submission for network department, administrative section chief, and administrative supervisor.	Before the 1st of the next month	
16		Arrangements and content records for the internal communication meeting of the category's management personnel once a month.	end of month	

# **Sample Excel Test For Administrative Assistant**

**Rick Kellerman, Gretchen Irwin**



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