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# Example of Administrator, HR Job Description

Our innovative and growing company is searching for experienced candidates for the position of administrator, HR. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for administrator, HR

* There will be the opportunity for this role to develop over time
* Provide interpretation of company HR policies and legal regulations and handle employee complaints and issues by partnering with HR Manager
* Act in accordance with security and operational instructions at all times to ensure the maintenance of security within the secure environment
* Ensuring compliance with legal requirements for processing requests
* Support the HR global and local processes each year, running and validating reports, creating and checking letters for pay reviews, bonuses
* Support the Functional Experts and HR specialist teams in implementing and managing new services and changes to existing services through letters, contract amendments, systems updates
* The ability to prioritise your workload
* The ability to analyse, interpret and present data
* A relevant education specialized in HR
* Strong skills in the English and Swedish language and are able to communicate effortlessly across all levels of an organization

## Qualifications for administrator, HR

* Previous exposure to HR Service Centre environment
* Proven ability of managing several tasks and projects at any given time
* Associate or Bachelor Degree in Human Resources or equivalent experience
* 1 to 3 years of Human Resources and/or Benefits Administration experience
* Strong communication skills and trustworthiness
* Self-starter demonstrating initiative and proactively responding to the needs of the team and the business