Downloaded from <https://www.velvetjobs.com/job-descriptions/coordinator-hr>

# Example of Coordinator, HR Job Description

Our company is looking for a coordinator, HR. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for coordinator, HR

* Manage all on boarding activities
* Ensure all new hires experience a consistent induction process
* Track and capture all visa and immigration related documentation
* Prepare the system to post new roles, prepare job descriptions and work closely with the Talent Acquisition team to ensure the system accurately reflects the role being posted
* Partner with employees to review and complete all relevant paperwork and refer to other HR staff as needed regarding our drug and alcohol screening, background check, Form I9, and required state posting programs
* Oversee execution of all HR administrative tasks including communication with business unit employees and managers, intake of paperwork, data entry and record retention
* Trouble-shooting, reporting, and tracking regarding our drug and alcohol screening, background checks, Form I9, and require state posting programs
* Support execution of HR programs through coordination of logistics, communication and materials
* Develop training materials, forms and implement these strategies for HR compliance processes
* Provide all aspects of HR administrative support as required by HR Business Partners, HR Services Manager or the Head of HR, to include all on-boarding administration (offers/ probationary periods/making up files/inductions), variations in contract, leavers’ administration, plus general support for the overall department (eg, maintaining the HR intranet site, amending and updating documents/information as required)

## Qualifications for coordinator, HR

* Must be a self-starter, able to work independently, prioritize with changing or conflicting priorities
* Must have strong business acumen with excellent follow-through skills
* Must demonstrate excellent time management to effectively perform in a fast-paced, high-volume work environment
* Able to apply logic and integrity to issues in addition to referencing procedure, solution-oriented approach
* Must be able to communicate and interact with all levels of employees in a tactful manner
* Must be detail-oriented, organized, and able to manage multiple projects simultaneously while anticipating future needs of the business and HR department