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# Example of HR Administration Job Description

Our growing company is looking for a HR administration. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for HR administration

* Improvement of processes thanks to lean management methodology
* Access enabling technology to complete client inquiries and transactions (SAP, Salesforce, Workday, Our Source, ) is an advantage
* Develop and document procedures to streamline and automate processes
* Assist HR Generalists/Store Managers with the timely and accurate entry of employee transactions such as new hires, terminations, salary changes, transfers, employee sensitive data changes perform employee data corrections into the SAP system
* Attend weekly Corporate New Hire Orientation sessions to provide ESS module overviews to new hires for both SAP and ADP Employee Self Service modules
* Partner with OM Team to assist Generalists, Store Managers, Finance and HR Partners to maintain and or update position data
* Participate in special projects and requests as needed
* Process Data Correction requests from field or as a result of internal audits
* Maintain employee and organization information through Personnel Administration and Organization Management in HRIS (SAP-HR)
* Handle HRIS concerns and resolve cases and issues

## Qualifications for HR administration

* Ability to articulate information to customers in a manner that is clear and easily understood
* Support HR Administrators and new team members with day to day work tasks/service requests and developing their skills and knowledge to ensure an active, realistic succession plan is in operation
* A proven track record of being a HR Generalist
* Understands how to handle, resolve and escalate enquiries
* Japanese native with knowledge of business manner, labor law, confidentiality
* French speaker (not mandatory)