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# Example of HR Administration Job Description

Our company is searching for experienced candidates for the position of HR administration. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for HR administration

* Maintain employee and organization information through Personnel Administration and Organization Management in HRMS
* Handle HR IS concerns and resolves cases and issues through Service Management Platform (SMP)
* Protect the integrity of Personal Data
* Perform local administrative activities related to travel and expense, records retention, company credit cards, HR, car fleet (benefit cars), IT and invoices
* Lead the team and ensure performing of daily HR record fully in accordance with Russian legislation
* Excellent SLA compliance
* Drive process Efficiency and Improvement
* Planning, managing and monitoring team workload by effectively overseeing team activity queues and intervening where required
* Managing the performance of the team, ensuring that the service levels are met ensuring high level of service delivery to clients
* Ensuring all operational tasks and activities are managed by the team according to SLAs

## Qualifications for HR administration

* Attention to details and a high degree of accuracy is a must
* Solid understanding of security set up in ATS and security controls
* Solid understanding of configuration in ATS
* Excellent organization skills, excellent in her/his execution and execution of the team as well
* Ensuring high level of service delivery to clients
* Understanding business needs, priorities and ability to execute on them