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# Example of HR Administration Job Description

Our growing company is hiring for a HR administration. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for HR administration

* Evaluating error reports on a monthly basis identifying key training areas to ensure trends and solutions
* Interface with global teams - End User Support, Master Data Management and HRIS - on transaction failures, data corrections and inconsistencies
* Responsible for understanding the effect of data transactions relative to payroll cycle, tax components such as tax withholding, W2, status changes due to life events, disability pay, VPR and IC payments
* Generate customized reports on organizational and employee master data
* Responsible for completing tuition reimbursements, benefit change forms, personal, administrative and military leave transactions in local SAP system for assigned client group, and ensuring accurate processing through payroll simulation and in accordance with payroll calendar and company policy
* Producing regular reports
* Supervise Administration operational activities to achieve target key performance indicators, operational level agreements and service levels by executing resource planning to ensure availability of staff and support
* Publishing news, acts on HR community and if necessary, preparing e-mailings for all employees when needed
* Administer the day-to-day operations of Family Medical Leave (FMLA), Short Term Disability (STD) and Long Term Disability plans
* Administer the day-to-day operations of the Paid Time Off (PTO) plan

## Qualifications for HR administration

* At least 5-year experience in Payroll or Personnel Administration
* Good knowledge of Swiss labour law
* Ability to build and maintain customer relationships and meet customer expectations
* Bachelor’s degree with two (2) to four (4) years’ experience or High School diploma with six plus ( 6+) years’ experience of Human Resources, Payroll, Benefits, HRIS or related experience required
* Excellent interpersonal communication professionally articulate written and verbal communication skills
* Experience with an HRMS tool preferred but not required