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# Example of HR Administrator Job Description

Our company is growing rapidly and is looking for a HR administrator. 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 administrator

* Coordinate and/or perform HRIS data management activities, including initiating transactions and running reports for compliance, audit, and metrics purposes, ensure data integrity
* May perform time and leave administrative duties and input data to financial system
* Create/maintain personnel and human resources related files
* Advise managers and employees on documentation requirements and ensure all university and legal requirements are met
* Support and coordinate employment activities (transactions and documentation)
* Serve as a resource on human resources issues, effectively communicate and explain human resources processes and procedures
* Dealing with all new starter details including contract letters
* Posting adverts for new vacancies
* Sending out any notifications of changes to employee contracts
* Dealing with administration around benefits

## Qualifications for HR administrator

* Candidate with minimum of 1-3 years of experience in administration of HR, Recruitment, Payroll or Benefits
* Occasionally write by hand, twist/bend/stoop/squat, reach/work above shoulders, grasp lightly/fine manipulation, grasp forcefully, lift/carry/push/pull objects that weigh up to 10 pounds, sort/file paperwork
* Local Input)
* Providing information to 3rd parties as required with regards to employment status and salary
* Acting as the first point of contact for all HR queries through multiple channels achieving a first touch resolution for 80% of queries
* Teamwork is essential to success