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# Example of HR Administrator Job Description

Our company is searching for experienced candidates for the position of 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

* Supporting the HR team in the management of the Absence procedure and ensuring all certificates are returned and personnel records updated
* Maintenance of all staff records on various systems, running/creating reports, analysing the data and collating information as necessary
* Be the front of house for the HR office by welcoming employees and helping with their queries
* Responsible for coordinating various meetings, 3 month probation, exit interviews
* Support the HR team by generating all employee letters from role changes, promotions, salary changes, resignation confirmations, flexible working, maternity and paternity etc
* Administering various company benefits including the Ride to Work scheme and Health Club membership
* Coordinating and submitting monthly invoices and expenses for European based contractors
* Running various monthly data reports and distributing them to the relevant departments
* Opportunity for managing small projects providing project support for the HR team
* Assisting in general administration, processing invoices, purchase orders and raising cheque requisitions

## Qualifications for HR administrator

* Must have the ability to create and maintain spreadsheets utilizing Excel including the ability to do pivot tables, v-lookups
* A competitive 401(k) retirement savings program, matched by Power
* A dynamic social program filled with can't miss events, parties, and activities, including an annual bonus in the form of a company trip to a tropical destination for you and a significant other
* The ability to work in independently, in a team environment
* Must be flexible, professional and dependable, a team player, and have a positive working attitude
* Must demonstrate initiative, cooperation, and resourcefulness