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# Example of HR Coordinator Job Description

Our company is growing rapidly and is looking to fill the role of HR coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for HR coordinator

* Create and ensure that employee files and records are maintained in accordance with legal requirements and Company policies and procedures
* First point of contact for company visitors in reception area
* Maintain companywide org chart updates and report to CFO on a monthly basis
* Ordering weekly company lunches and beverages for multiple locations
* Create new hire packets for employees first day
* Research and prepare reports and presentations on a variety of employment matters including headcount, exit data, and compliance, individual reporting requests
* Prepare, maintain and conduct new hire orientations, processing paperwork
* Process employee transactions using PeopleSoft and other HR systems as required
* Responsible for position management
* Administers Time and Attendance process to provision accounts and make updates and changes to system

## Qualifications for HR coordinator

* Able to exhibit a high level of confidentiality and discretion
* Excellent organizational and follow through skills a must, with high level of attention to detail and accuracy
* Must be proficient with the following software
* Ability to work with various personalities within department
* Demonstrated interest in and exposure to the Human Resources field via work, internships, or academic experience
* Must have working knowledge of employment law, recruitment, selection and retention initiatives, EEP, benefits administration, labor relations, affirmative action