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# Example of HR Coordinator Job Description

Our company 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

* Coordinates programs including performance reviews, OTR, Merit and VCP
* Point of contact for employee transactions (Personnel Transaction Records or PTRs), team & department reorganizations
* Assists in the transition of new clients in conjunction with Corporate Human Resources
* Reviews and processes all personnel transaction forms for employees using PeopleSoft
* Assists in the transition of new account employees in conjunction with Corporate Human Resources
* Assists in the onboarding of new employees in conjunction with Corporate Human Resources
* Assist Financial Manager with payroll activities
* Put together recruitment materials and post jobs to job boards, LinkedIn
* Create/manage offer letter templates
* Keep up with onboarding checklists and create onboarding packages for new hires

## Qualifications for HR coordinator

* Post-secondary education specializing HR preferred
* Ability to multi-task, prioritize, and be proactive in a fast-paced environment
* Ability to maintain confidentiality and establish a high level of trust and credibility
* Capacity to be flexible and collaborative, while staying focused to deliver results, even as the business and organization changes
* Bachelor’s degree in Human Resources or related field, HR Certification, or equivalent HR experience preferred
* Bilingual English and Spanish fluency preferred