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# Example of HR Coordinator Job Description

Our growing company is hiring for a HR coordinator. 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 coordinator

* Investigate, provide advice and council regarding concerns about policies, procedures, practices, or issues
* You will be the smilingfirst point of contact for Human Resources BusinessPartners and will liaise with Finance and Payroll regarding plan benefits, benefitsenrollment, claims procedures, and invoices
* Assists department in carrying out various human resources programs, processes and procedures for all company employees such as severance, LOA
* Facilitates the on boarding process for new hires and transfers new
* Manage calendar, arrange and schedule multiple meetings involving many high-level executives (often in different divisions and geographic time zones) at once
* With direction, oversee basic HR programs and events
* Assist with the preparation of the performance review process
* Assist with recruitment and interview process
* Assist with processing of terminations
* Ensure that system records are accurately recorded and cross-checked

## Qualifications for HR coordinator

* Ability to plan, organise and follow up on own KPIs and projects
* Minimum of four years relevant experience working in an administrative function, providing customer service supporting a team
* Accomplished in follow up and follow through abilities
* Ability to quickly shift from project to project in a positive and professional manner
* Experience in data entry, reporting and review of HRIS and Payroll systems, preferred
* Requires one to three years of Human Resources experience within the last five years