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# Example of HR Coordinator Job Description

Our innovative and growing company is looking for a HR coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for HR coordinator

* Work with our talent management system to generate reports and run queries
* Help source and generate a vibrant talent pool for roles across the organization
* Support the recruitment, onboarding and logistical efforts of the summer internship program
* Conduct candidate reference checks for recruiters
* Process expense reports on a monthly basis
* Work on ad hoc projects throughout the entire department as necessary
* Processing all starters and leavers for the business
* Managing all correspondence between HR and employees on various communications, including producing offer letters to new starters
* Liaising with Payroll when needed
* Taking charge of administration for the HR team

## Qualifications for HR coordinator

* Must be service oriented and maintain a good relationship with Associates and visitors
* Maintains the confidentiality of Company & Associate information
* Continual sitting at a computer terminal
* Must be able to sit, listen, talk, and write
* Light lifting of 6-25 pounds
* Must possess eye/hand coordination and the ability to work with fingers and have steady hands