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# Example of HR Coordinator Job Description

Our innovative and growing company is looking to fill the role of 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

* You will act asliaison with brokers andinsurance companies who provide benefit services to HomeAway
* You will also providesupport to the Compensation and Benefits Team on ad hoc C&B topics andprojects
* Processes Personnel Change Notices “PCNs” timely with consistent accuracy
* Handles new hire paperwork
* Maintains the HR email box and 800 phone line, responding to inquiries and escalating as needed
* Run and create Ad-Hoc HR reports (turnover, attrition, etc)
* Ensure all Bulletin Boards are updated with Federal/State/EEO required posters
* Accurately process HR entry transactions (profiles) including new hires, terminations, transfers, promotions, equity
* Preparing employment contracts
* Checking and following on Payroll matters ( times sheet, booking, payment of ESB)

## Qualifications for HR coordinator

* Proficiency with Workday and Excel
* Act as the primary liaison between several HR departments including Payroll & Benefits, in order to manage & resolve day to day employee issues
* Minimum of two years of basic human resource and administrative experience preferred, preferably in real estate or financial services
* Must be willing to work in Newton, MA
* Working knowledge of Workday or similar HRIS system
* 2 yr+ in Operations preferred