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# Example of HR Service Administrator Job Description

Our company is growing rapidly and is looking for a HR service administrator. 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 service administrator

* Captures, articulates, and follows up on issues and events with the Aspac Global Services HR Leadership Team, tracking projected related deadlines and action items
* Oversees the management and maintenance of executive schedules, including coordination of logistics for travel and conferences, and the required adjustments as needed
* Compiles the slides and materials to be used in all speaking engagements and presentations to be made by the Service Delivery Head, in partnership with the appropriate resources
* Owns the Site Visit process for Global Services HR Service Delivery in Manila
* Interact with customers when appropriate and problem solve
* Responsible for overall office management support for the Aspac Global Services HR Service Delivery Leadership Team
* Receive and respond to requests and questions via phone, email and Skype in accurate, timely and highly customer service oriented fashion
* Process employee transaction changes in Workday once appropriate approvals have been attained, and communicates relevant information of hires, terminations, and changes to payroll, benefits, HR Business Advisors, and managers
* Maintain electronic employee personnel files
* Maintain North America HR information on company Intranet

## Qualifications for HR service administrator

* With contact center experience
* Previous HR experience (2-3 years)
* Good knowledge of the Polish regulations & laws
* Excellent communication skills in English and Polish (written and verbal)
* Additionally one language of the following is a plus (Italian/Spanish/Nordics/French)
* Must have a University degree or Diploma and 1 year experience in Human resources, preferably with an international hospitality company