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# Example of HR Service Administrator Job Description

Our company is searching for experienced candidates for the position of HR service administrator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for HR service administrator

* Support employee onboarding process through collection of new hire forms and documents
* Initiates and manages I9 process through HireRight
* Prepare offer/ changes of assignment letters
* Required work hours for this position are 8AM to 5PM PacificTime regardless of location
* Arrange flight ticket and update accommodation team with the list of expected arrivals of candidates
* Arrange the welcome packs for new joiners

## Qualifications for HR service administrator

* Must able to communicate effectively in English, Additional languages are desirable (especially Arabic or Russian)
* Computer literate ( Excel, Word & PowerPoint ), takes responsibility for his /her actions, easily establishes and maintains effective relationships
* Request for recruitment clearance
* Coordinate with candidates to follow up on Documents, Visa cancellation and on an arrival or start date
* Create candidate file and printing documents for filling
* Coordinate with the bank to open an new joiner account and update tracker