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# Example of HR Service Administrator Job Description

Our innovative and growing company is looking to fill the role 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

* Proven Excel skills preferable (including Pivot Table and VLOOKUP )
* Systems and tech savvy with demonstrated skills in Microsoft Office suite, PowerPoint, Word
* Experience with Workday preferable but not essential
* The role also requires strong supplier facing skills and interaction with external service providers
* Ability to work collaboratively with key stakeholders
* Bachelor's Degree holder with 2-3 years of related experience

## Qualifications for HR service administrator

* Will be responsible in the administration of EDM processes such as Org Management and Personal Data Changes, He/She will be assigned to handle countries or accounts depending on volume transactions or complexities
* Achievement - and result oriented
* Experience of using Microsoft Word, Excel
* Ability to search database and find relevant information and apply
* HR knowledge preferable but not essential
* Experience dealing with administrative tasks