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# Example of Senior HR Coordinator Job Description

Our innovative and growing company is searching for experienced candidates for the position of senior HR coordinator. 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 senior HR coordinator

* Manage the HR-GBNI inbox escalating queries where necessary
* Administration of Employee Benefits including pension scheme auto-enrolment, medical benefits, childcare vouchers
* Support the production and analysis of key people metrics
* Evaluate people processes and policies against business needs and HR best practice
* Provide HR support to new hire on-boarding process
* Develop process improvement and streamline current HR administrative activities and tasks
* Verifies I-9 documentation
* Develops and delivers (in collaboration with PPK Sr
* Participates in project teams by supporting roll-out and repeatability efforts
* Schedules meetings on behalf of Director, Global CSS Talent Management and project teams across time zones

## Qualifications for senior HR coordinator

* 10 years of experience as a classification manager
* Experience with reviewing position descriptions in accordance with OPM classification standards and DoD standard format to determine the appropriate title, series, and grade
* Experience with classifying general schedule civilian position descriptions (PDs) with an emphasis on Science, Technology, Engineering, and Mathematics (STEM), Defense Civilian Intelligence Personnel System civilian position descriptions, and evaluation statements
* Experience with developing a plan to train specified J1 HR specialists on all aspects of classification and position management
* Experience with Adobe Professional and Microsoft Office and SharePoint
* Experience with assigning the appropriate Competitive Level Code (CLC) and ensuring the CLC is annotated in the position description