



Example of HR Admin Job Description

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Our company is hiring for a HR admin. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for HR admin

- Monthly New Hire Orientation (more frequent, as needed)
- Daily point of contact for all benefit employee inquiries
- Vacation tracking
- Escalate personnel issues to HR Manager
- Maintain schedule for Annual Employee Reviews
- Help/participate in employee celebrations
- Unemployment claim responses
- Safety team member
- Support the office staff with administrative duties
- Support the implementation of benefits plans for employees, including medical claims, employee insurance registration and claims, gifts

Qualifications for HR admin

- Excellent verbal and written communication, interpersonal and organizational skills required
- Ability to work in a face paced environment with strong organizational and prioritization skills to handle multiple team members' needs, reporting requests, projects
- Meeting planning experience – set up needs, travel arrangements
- Experienced SAP HR transactional user (PA, OM, Compensation)
- Understanding of HR systems and the importance of data integrity
- Manage HR transactional activities for multiple countries in the areas of Compensation and Benefits, Resourcing and Recruitment, Exit and Post-

