



Example of HR Admin Job Description

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Our company is growing rapidly and is hiring for a HR admin. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for HR admin

- Support the planning and coordination of training registration and claims for appropriate training grants
- Provide office administrative support to ensure smooth running of the organization in Singapore, including areas such as general office support, pantry
- Monitor and review for accuracy resubmission of requested corrections in Workday and validate for accuracy
- Ensure corrected data is digitally uploaded into the master personnel records
- Ensures the maintenance of all personnel files and records
- Ensures new employees are hired within Lowe's guidelines, with consistency and timeliness in payroll administration
- Champions the Facility's Safety, Recognition, and Gallup initiatives
- Constantly monitors the hiring needs of the DC/MW and ensures a steady flow of applicants
- Schedules and conducts initial screening interviews on all viable candidates
- Ensures that all applicants are processed in a thorough and consistent manner

Qualifications for HR admin

- Process employee data management (EDM) and coordinate organisational management (OM) requests for approximately 40 countries
- Focus on high level of customer service and satisfaction while establishing good and clear working relationships with key business contacts to deliver an efficient and accurate service

- HR Business Process knowledge / experience
- A willingness to work flexible hours to support global business environment needs