



Example of HR Administrator Job Description

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

Responsibilities for HR administrator

- Provide assistance with the recruitment process
- Produce employment letters, references and the administration of new starts
- Compile HR reports on sick leave, head count, annual leave etc
- Support the Reward and Recognition COE
- Providing input into continuous improvement of all HR processes and protocols ensuring that established processes are followed
- Ensuring Service Level Agreements are met where they exist
- Escalating complex issues as applicable
- Be the first point of contact for all HR-related queries
- Letter production and other administration tasks
- Assisting with collating data required for audit testing and that requested by the wider HR team

Qualifications for HR administrator

- Must speak fluent Swedish or German
- At least two years' experience in a similar HR role
- Third level qualification in HR or similar field
- Support new employees after commencement of employment
- Keep HR related administrative procedures updated (legislation)
- HR operations - Vetting all invoices and coordinating with finance for processing of payments