



Example of HR Operations Coordinator Job Description

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Our innovative and growing company is hiring for a HR operations coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for HR operations coordinator

- Process open positions through Brassring system from submission to offer generation
- Manages pre/on boarding process ensuring physical setup is complete for all new employees including phones, workspaces and computers
- Work with business clients in processing YOH setup requests for temporary employees and Agile requests for contractors
- Process workflows and SAP changes for data changes, promotions, salary changes, timekeeper actions, termination paperwork and others
- Coordinate work flow forms when terminating employees, ensure all payments are made correctly and exit interviews have been scheduled
- Act as the primary liaison with several HR departments including Payroll and Benefits, in order to manage and resolve day to day employee issues
- Manage HR Metrics reporting
- Coordinate logistics for employee meetings, trainings, roundtables, town halls
- Provide administrative HR support, including preparing presentations, generating monthly and ad hoc reports and sending employee communications
- Maintain and create all virtual employee files onsite, also complete I-9 verifications for all new employees

Qualifications for HR operations coordinator

- Bachelors in Human Resource Management or related field preferred
- Minimum of 1 year work experience in a Human Resources or similar support role
- Knowledge of Human Resource (HR) processes and systems
- The coordinator will liaise and partner with offshore coordinators to seek guidance to ensure overall support to key clients and stakeholders
- Provide support with pre-employment screening checks by actively tracking the process of the checks, billing costs