Our company is growing rapidly and is looking for a HR operations coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for HR operations coordinator

- Tactically triage and manage issues across 5 different systems
- Provides support for applicable vendor systems and processes to include ongoing process improvement, monitoring and reporting, troubleshooting issues, and assisting with implementation and UAT for system updates
- As needed, assists team members with the projects and programs that they manage
- Administer key HR processes such as onboarding, off-boarding, employee changes, benefits, payroll, and reporting
- Partner closely with regional Payroll team to ensure accurate and timely payment of wages
- Support HR Business Partners with ad-hoc projects, special events, reports, data analysis, and information requests
- Completes projects and special assignments by establishing objectives, determining priorities, managing time, gaining cooperation of others, problem-solving, and making adjustments to plans
- Assists in the coordination of company related events and off-site meetings
- Provides support to Human Resources with interview schedules, maintenance of organizational charts, employee orientation and other duties as required
- Collects, coordinates and maintains confidential and sensitive information regarding personnel

Qualifications for HR operations coordinator

- Knowledge in specialized area of HR processes and systems (i.e., Contact Human Resource (HR), staffing)
- Minimum 3 years of administrative or relevant HR experience
- Knowledge of employment verification regulations and process is preferred
- Commitment to providing exceptional customer service to colleagues, customers and vendors
- Data entry experience with attention to detail and accuracy
- Flexibility to changing priorities, ability to manage multiple duties and work under time constraints