



Example of HR Operations Coordinator Job Description

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

Responsibilities for HR operations coordinator

- Works on documents and presentations to ensure high-quality production/editing
- Establish an operating model with Legal, E&C, CC and work on establishing a Publication Policy within AIRM
- Provide backup support to Office Manager/Executive Assistant as needed
- Provide leadership to onsite team who manages daily interview process
- Conduct daily welcome sessions for candidates
- Provide direction to candidate tour and catering suppliers
- Manage candidate and interviewer flow throughout the day
- Manage the US Recruiting FTC Scheduling SharePoint, access controls and all updates
- Handle interviewer escalation issues
- Audit interview schedules for accuracy and completeness

Qualifications for HR operations coordinator

- Ability to sit for long periods while typing and operating a PC
- Administration of employee engagement survey
- Identify areas for process and efficiency improvements
- Assist with identification of opportunities for employee rewards and recognition
- Assist other HR team members with projects as needed
- Associates or Bachelor's Degree in relevant discipline highly preferred