



Example of HR Operations Coordinator Job Description

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Our company is searching for experienced candidates for the position of HR operations coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for HR operations coordinator

- Facilitate resolution of issues with candidate travel
- Ensure proper interview guides are prepared and submitted
- Develop plans and implement actions for continuous improvement
- Determine with branding team on refreshing center look at least annually
- Manage onsite logistics for the Ford Talent Center
- Support all audit and compliance activities for the department
- Facilitate onboarding and off-boarding of Recruiting team members
- Enter ex US HR data related to new hires, rehires, data changes, promotions, terminations, salary increases and other HR related actions
- Audit and review data entry transactions
- Coordinate with other HR departments including Payroll and Benefit to ensure accurate payments, deductions and problem resolution

Qualifications for HR operations coordinator

- Experience working in a call center or HR shared service center preferred
- Ability to interpret and communicate HR policies, procedures, and programs
- Effective planning, organizational skills, time management and prioritization
- Three years of experience supporting HR operations related to the functional area is required
- At least two years of HR experience, preferably working with a multinational

