



Example of HR Operations Coordinator Job Description

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Our company is hiring for a HR operations coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for HR operations coordinator

- Participate and support of key HR initiatives
- Manage and maintain employee folders
- Bachelor's preferably in Human Resources or Business Administration or associate degree preferred
- Experience working in a HR Shared Service delivery model a plus
- Ability to flex work schedule to support the needs of a 24/7 fast-paced, manufacturing operation
- Review staff utilization, future resource availability, overtime and prepare monthly management reports
- Manage the distribution and collection/completion of New Hire Paperwork
- Continually question and upgrade processes to be as user friendly, efficient and scalable as possible
- Create and administer internal promotion letters and internal transfer letters
- Complete employment verifications, unemployment requests, I9 and e-verify verifications

Qualifications for HR operations coordinator

- Possess advanced writing, editing, spelling, grammar, formatting, standard business correspondence and proof reading skills
- 3+ previous experience in benefits, payroll, general human resources or

- Understanding for Ford systems
- Understanding and experience with event planning and management
- Knowledge of Applicant Tracking Systems and continuous improvement processes and tools