

HR Coordinator Job Description template

HR Coordinator Job Description Template/Brief

We are searching for a human resources coordinator with excellent written, verbal, and interpersonal communication abilities. An HR coordinator must be a conceptual thinker with exceptional organisational and time management abilities. You will have strong administrative and information technology capabilities and the ability to multitask and adapt in a fast-paced setting.

HR Coordinator Job Profile

A human resources coordinator, also known as an HR expert, HR assistant, or HR generalist, is a professional who manages numerous human resources programmes and activities inside a business or organisation. They often facilitate initiatives concerning wages and benefits, training, labour negotiations, workplace safety, and employee satisfaction. They also help with the hiring process and new employee orientation and training.

HR coordinators at large firms may be used in specialised areas such as employee benefits, recruiting, learning and development, or onboarding. HR coordinators at smaller businesses may be asked to handle everything.

Reports To

- Human Resource Manager
- HR Director

HR Coordinator Responsibilities

- Manage health and welfare plans, such as enrollments, revisions, and terminations
- Process necessary papers through payroll and insurance providers to ensure correct record-keeping and deductions
- Provide customer service by responding to employee requests and queries
- Submit online investigation requests and aid with background checks for potential employees
- Consolidate benefit statements
- Conduct payroll, benefits, and other HR programme audit and propose remedial action
- Assist with termination processing
- Assist in the planning of the performance evaluation procedure
- Assist with the hiring and interviewing process
- Monitor applicant status in HRIS and reply with follow-up letters after the recruitment process
- Schedule meetings and interviews as directed by the director of human resources
- Make photocopies, mail, scan, and email documents, and carry out other clerical duties
- Place papers in the proper employee folders

HR Coordinator Requirements & Skills

- A BSc/BA in Business Administration or a related discipline is required; an extra study in Human Resource Management is preferred
- Demonstrated experience as an HR coordinator or in a related human resources/administrative function
- Understanding of human resource processes and best practices
- Extensive knowledge of Microsoft Office (MS Excel and MS Powerpoint, in particular)
- Knowledge of HR databases and HRIS systems (e.g. Virtual Edge)
- Working knowledge of ATS software
- In-depth knowledge of sourcing methods such as resume databases and internet communities
- Experience with social media recruiting
- Excellent interpersonal and communication skills
- The ability to handle data in a private manner
- Excellent organisational and time management abilities