

JD For HR Coordinator

Job Title: HR Coordinator

Company: [Company Name]

Location: [City, State]

Job Description:

As an HR Coordinator, you will be responsible for providing administrative support to the human resources department. This includes maintaining employee records, assisting with recruitment and onboarding processes, and providing general HR support to employees and managers. You will also be responsible for maintaining compliance with HR policies and procedures, and assisting with HR projects and initiatives.

Key Responsibilities:

- Provide administrative support to the human resources department
- Maintain employee records and assist with recruitment and onboarding processes
- Provide general HR support to employees and managers
- Maintain compliance with HR policies and procedures
- Assist with HR projects and initiatives
- Provide excellent customer service to employees and managers

Technical Competency Requirements:

- Demonstrates strong knowledge of HR policies and procedures in daily work activities, ensuring compliance.
- Utilizes HR systems and databases effectively to support HR operations and provide timely reports.
- Executes recruitment and onboarding processes accurately and efficiently, meeting established timelines.
- Applies a strong understanding of compliance regulations to daily HR activities, minimizing legal risk.
- Uses Microsoft Office Suite to complete work assignments and create reports.

Behavioral Competency Requirements:

- Organizes work tasks efficiently and manages time effectively, meeting established deadlines.
- Communicates professionally and effectively with stakeholders, demonstrating active listening and empathy.
- Collaborates with team members to achieve common goals, supporting a positive team environment.
- Pays close attention to detail, ensuring accuracy and completeness in all work activities.
- Learns new technology and concepts, adapting to changing work requirements.

Qualifications:

- Bachelor's degree in Human Resources or related field
- 1-2 years of experience in an HR coordination or administrative role
- SHRM-CP or PHR certification is a plus
- Experience with HR systems and databases
- Strong understanding of HR policies and procedures