

Human Resources Coordinator Job Description

Duties and Responsibilities:

- Maintain record of personnel-related data for payroll, contact, leaves, and turnover rates in both paper and computer databases to ensure all employment requirements are met
- Act as a liaison between employees and insurance providers
- Ensure effective utilization of plans related to human resources programs and services
- Assist with employee performance review and termination
- Assist with recruitment and interviewing processes
- Provide administrative assistance by responding internal and external HR-related inquiries or requests
- Redirect human resources related calls or distribute correspondence to the appropriate person of the team
- Schedule meetings, interviews, and human resources events, and maintain the team agenda
- Perform orientations on boarding as well as update records with new hires
- Produce and submit reports on general human resources activity
- Resolve benefits related problems
- Answer employee requests and questions
- Assist with new employment hiring processes
- Administer health and welfare plans, including enrollments, changes, and terminations
- Oversee the reconciling of benefits statements
- Coordinate employee training sessions and seminars
- Support other functions as assigned.

Human Resources Coordinator Requirements – Skills, Knowledge, and Abilities

By jobdescriptionandresumeexamples.com. Learn more about the [human resources coordinator job](#).

- **Education and Training:** To become a human resource coordinator, you require a Bachelor's degree in Business Administration, Human Resources Management, or in a related discipline. HR coordinators usually require a Master's degree in Business Administration or active work experience in a human resource field to take up a managerial role in an organization. Having professional certifications from recognized organizations such as the Society for Human Resource Management is an added advantage for the position
- **IT Skill:** HR coordinators are able to maintain employee information using HRIS database and file management systems
- **Communication Skill:** They are well versed in interacting with candidates during job interviews using professional language and expression to obtain necessary information
- **Teamwork Ability:** They are adept to working with a team of HR or recruitment personnel to direct employee activities and address their grievances.