



## JOB DESCRIPTION

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<b>Position Title</b>	:	<b>HR Coordinator</b>
<b>Department</b>	:	<b>Human Resources</b>
<b>Report to</b>	:	<b>HR Manager</b>
<b>Reportee (if any)</b>	:	<b>HR Officer &amp; Intern</b>
<b>Location</b>	:	<b>Phnom Penh, Cambodia</b>

### **I. Position Summary:**

Under the supervision of the HR Manager, supervises support staff in the daily operations in one or more major areas of the Human Resources function to include areas such as employment, classification, compensation, benefits, payroll, equal employment opportunity/affirmative action, employee relations, training and human resources information systems.

### **II. Duties and Responsibilities:**

The overall job description below outlines the main areas of responsibilities of the Employee:

- Supervise daily HR work operations. Plan, schedule, assign, and review work. Train and evaluate performance. Assure work meets established standards of quality and quantity
- Respond to inquires regarding the applications of human resources policies, procedures, and programs. Researches and interprets policies and procedures
- Establish and ensure maintenance of human resources files and databases. Reviews and audits data accuracy and consistency. Ensures confidentiality of information as required
- Research, analyze, and consolidate data for reports following. Prepare correspondence, specialized and recurring reports
- Process and distribute employment, benefits, payroll, and other human resources documents. Verifies completeness, accuracy, and consistency of data and related reports.
- Assist in coordinating human resources programs such as employee orientation, staff development & benefits enrollment
- Anticipate and resolve problems related to clerical functions and human resources transactions. Assist others in completing human resources forms and transactions
- Operate manual and automated office equipment to prepare/maintain documents and information
- Perform other related duties and assume additional responsibilities as assigned by the HR Manager

### **III. Minimum Qualifications and Requirements:**

#### **1. Experience:**

- Minimum 3-year experience in HR/Admin

#### **2. Education:**

- Bachelor's Degree of Human Resources Management or in a relevant discipline

#### **3. Skills/Competencies:**

- Good computer skills: MS Office, Internet and Email
- Ability to communicate effectively both orally and in writing English & Khmer
- Ability to handle sensitive and confidential matters with discretion and tact

#### **4. Personal Quality**

- Patience, hardworking and commitment to UP's vision, mission and values