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# Example of Employment Specialist Job Description

Our company is growing rapidly and is looking for an employment specialist. 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 employment specialist

* Collaborate with internal accounting team to research and resolve discrepancies
* Responsible for providing quality customer service by working cooperatively and jointly with our AskHR team to respond to requests from employees within the Bank
* Respond to communications to assist all areas of the Bank regarding disbursements and garnishment issues
* Knowledge of payroll best practices, applicable legislation related to paycheck preparation and a strong working knowledge of garnishments and federal and state compliance regulations
* Related duties and responsibilities as required
* Participates in the career management team to address the needs of the career transition and placement plan of each student
* Maintains accountability for students on WBL
* Utilizes community resources as needed to help place students and provide supportive services
* Assesses placement and support needs of separating students, contact employers, worksource centers, , to arrange for interviews and other activities to promote placement
* Places separating students in jobs, military or school directly prior to departure from the center or coordinate placement services with appropriate 3rd party contractor staff

## Qualifications for employment specialist

* Minimum of 5 years payroll processing experience within a large multistate company
* Experience with Workday Payroll System preferred
* Experience with Workforce Timekeeping System preferred
* Possess and demonstrate excellent interpersonal skills and strong leadership ability
* Ability to complete high priority projects and activities with time sensitive deadlines
* Ability to work in a complex and rapidly changing environment