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# Example of Employment Specialist Job Description

Our growing company is hiring for an employment specialist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for employment specialist

* Facilitates and processes Pilot Records Improvement Act (PRIA) reports and documents
* Facilitates, processes, and administers Part 49 Drug and Alcohol Program documents in accordance with Department of Transportation (DOT) and Federal Aviation Administration (FAA) Requirements
* Assumes responsibility from Recruiters for job-offered applicants in terms of communicating with necessary parties about the status of the background check and drug test process
* Administers the I-9 process and E-verify process and ensures compliance with Federal laws
* Communicates in-person, via phone, and email with applicants in pre-employment processing such as
* Maintains current knowledge of the Company and is able to represent People Services in New Hire Orientation and/or other presentations
* Performs other duties and projects as assigned by People Services management
* Work location will be Farmington Hills, MI and/or Plymouth, MI
* Conducts internal investigations
* Recommends resolutions of complaints and internal investigations

## Qualifications for employment specialist

* Ability to maintain confidentiality and follow instructions
* Experience working with internal Application Tracking System and UltiPro
* Written communication and comprehension skills (in English)
* Capacity for learning (and interest in the same)
* Discipline to work in a virtual team and exercise personal initiative
* Promptness in responding to internal and external queries