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# Example of HR Advisor Job Description

Our growing company is hiring for a HR advisor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for HR advisor

* Supports the HR Manager with the preparation for monthly HR update calls with brands
* Manage the HR System in relation to absences, monitoring input and chasing documentation and updates
* Write and present information briefings on a range of related topics including benefits, onboarding of employees and any new initiatives
* Provide first line support in relation to employee benefits
* Ensure successful onboarding of new hires and inter company transfers providing support and liaising with recruitment and candidates
* Produce ad hoc documentation for employees and management in relation to employment lifecycle
* Ensure accurate and appropriate information is prepared for critical cycles new hires, payroll
* Conducting exit interviews and analysis of data
* 3- 5 years of demonstrable HR operations and Employee Relations experience required having dealt with full employee life cycle in a fast moving matrixed organisation
* Experience supporting and guiding managers and employees in respect to various HR related issues

## Qualifications for HR advisor

* Experienced HR Advisor able to operate within a generalist remit
* Excellent interpersonal and communication skills, written and verbal with the ability to communicate persuasively and establish professional credibility quickly building strong relationships with Managers and employees
* Good understanding of HR processes and life cycle
* Ability to build lasting relationships and have a genuine interest and curiosity about the business
* Ability to plan, prioritize and work under pressure
* Able to work autonomously with a drive to achieve results