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# Example of HR Employee Job Description

Our growing company is looking to fill the role of HR employee. 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 employee

* Serve as first point of contact for employees & managers and provide leadership, coaching and support for individual employee needs & HR processes
* Regularly coach and counsel business partners
* Communicate and implement with colleagues and business leaders about change of policy and implementation
* Ability to communicate complex messages to others
* Helps to deliver the annual field service leadership summit
* Actively manages the services early Career Programs
* Onboard Hourly employees and Salaried
* T&A system support
* Payroll process administration in partnership with HR Ops
* Union Relations

## Qualifications for HR employee

* Ability to support clients in multiple locations & work in a matrix environment
* Self-starter, able to make sound judgements and drive decisions
* Strong understanding of the application of local labour laws and government requirements
* Good level of IT literacy, Microsoft Office and HR systems
* At least 10 years of experience in operations and/or human resources, preferably within India
* Working knowledge of employment laws compliance requirements in Turkey