Downloaded from <https://www.velvetjobs.com/job-descriptions/hr-expert>

# Example of HR Expert Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of HR expert. 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 HR expert

* Drive efficiencies and improvements across all our systems
* Input and maintenance of information in the HRMS
* Develop and coordinate new hire orientation
* Create and audit training programs
* Design and conduct audits and provide follow up training where needed
* Provide guidance, leadership and training to HR Help personnel
* Develop and train HR Help professionals on phone, chat and email etiquette
* Develop a high performing team that meets customer requirements for problem resolution, response time, troubleshooting, and front line support
* Develop and manage a team that will be able to resolve common HR questions and problems and act as navigation to provide correct contact
* Have a strong partnership with the HR Help knowledge management team to develop and create knowledge articles

## Qualifications for HR expert

* Provide input to define standards and reusable approaches with benefit for cross-functional groups
* May supervise less experienced caseworkers and fill in for the manager as needed
* May train team members on new or enhanced operation procedures & policies
* Knowledge of other European languages is a plus
* Proven track record and experience as HR Generalist
* Completed commercial training or university degree or equivalent qualification