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# Example of HR Professional Job Description

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

* Respond to and resolve issues or questions raised by employees or leaders regarding benefits, payroll, HR policies/procedures, general transactions or other HR-related activities
* Provide (project management) support to the HRBP team for core HR processes (a.o
* Process HR and/or payroll transactions in the HR Management System (HRMS), per defined procedures/protocols
* Play a key role in covering aspects of recruiting, headcount planning and process, finances and metrics
* Provide administrative support, as needed to HR Director and HRBPs
* Provide analysis, support and recommendations in dedicated task
* Schedule and assign job duties to supervised student and temporary staff
* Maintain adequate staff by recruiting, selecting, orienting, and training employees
* Train students on retail skills, how to provide excellent customer service, and professionalism
* Attain student staff productivity and high customer service levels through coaching, counseling, developing, disciplining employees, and leading by example

## Qualifications for HR professional

* 5+ years of Human Resources and/or Human Resources Information Systems experience
* Fluent in Chinese or Japanese language is a plus
* Knowledge in accounting guidance and financial concepts
* Personal enthusiasm, willingness to take initiative and accept responsibility
* Master Degree is preferrable
* Experienced in using Microsoft Office tool