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

# Example of HR Professional Job Description

Our growing company is looking to fill the role of HR professional. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for HR professional

* Provide customer service to DH teammates and provide guidance for question resolution
* Assist with DH related communications specific to HR and Benefits events
* Monitor computer kiosk and assist with team member and candidate questions
* Monitor teammate ‘call out’ line and update log daily
* Scan all HR paperwork (PCN letters, signed counseling notices, separation notices, ) to Corporate Shared Administration team for processing
* Monitors HRBPs calendars and sets appointments
* Provide administrative support, as needed to HRBPs
* Primary contact for all DH floor hourly postings
* Conducts Orientations and ensures the proper paperwork is sent to the Corporate Shared Services for processing
* Gather documentation for terminations and resignations and ensure that all documentation is returned to the Shared Services for timely processing

## Qualifications for HR professional

* Professional Services & HR procurement leadership experience
* Change management and self-awareness skills to adopt targeted approaches for stakeholders
* Ability to articulate procurement’s value, specifically as an Professional Service & HR Procurement business partner
* In-depth knowledge of Professional Services & HR sourcing and procurement principles and best practices
* Experience of tendering tier 1 consultancy rate cards and managing a consultancy engagement process
* Managing demanding C-Suite stakeholders