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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

* Develop thorough understanding of HR policies and procedures to be the point person on the team for employee inquiries
* Employment Policies
* Must be able to support other shifts as DH grows
* Driving the full usage of HR-related tools, including HRIS, Manager Self-Service technology, Web-based
* Administer, monitor, coordinate, maintain and ensure compliance with areas that may include affirmative action, anti-discrimination, health and safety programs all federal and state laws and regulations
* Ensure that the right branding activities are conducted and implemented
* Thoroughly document and record all inquiries and resolutions within the information tracking database to ensure the recording of complete information for future reference and archival purposes
* Begin applying troubleshooting techniques to issues that are more complex in nature
* Being the super user and daily user of our SAP HR-system
* Coordinating employer branding events on campus

## Qualifications for HR professional

* Experience presenting to audiences of varying levels
* At least 3 years’ experience in Strategic Sourcing in in the market of Professional and HR Services
* Extensive experience in Negotiation Management in an international environment
* Very good understanding of Contract Management with multinational suppliers
* Broad knowhow in Supplier Management in an international environment
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