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# Example of HR Professional Job Description

Our innovative and growing company is hiring for a HR professional. 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 professional

* Provides proactive HR support and counsel to management team while following established policies and procedures
* Administers the recruitment process following CGS, LLC hiring procedures and policies
* Exercises high degree of initiative, tact and judgment in the application and interpretation of policies and procedures and collective bargaining agreement(s)
* Monitoring changes in legislation and regulations and proactively provide information and advice to senior executives on appropriate applications and impact on organisational policy and procedures
* Monitor computer kiosk and assist with teammate and candidate questions
* Monitor teammate ‘call out’ line and send out communication to the Teammate’s Supervisor/Manager
* Assists with recruiting and on-boarding of new teammates in partnership with the Hiring Manager and HR team (process, questions, and overall preparation)
* Creates, submits and ensures completion of Personnel Change Notices and Personnel Requisitions for managers, in partnership with HRBPs and HR Operations
* Provide administrative support as needed to HRBPs (including creating and maintaining organizational charts, some scheduling, coordination, and preparation for key meetings)
* Conducts orientations and ensures the proper paperwork is sent to the Corporate Shared Services Team for processing

## Qualifications for HR professional

* 8 to 10 years of experience and knowledge in above accountabilities
* Experienced in a manufacturing, technology or logistics environment
* Experienced in dealing with works councils
* Able to convince others on proposed course of action
* Utilizing PC-based tools to extract and analyze data, and make/present data-based recommendations to stakeholders
* Previous warehouse/manufacturing experience is preferred