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# Example of HR Rep Job Description

Our company is growing rapidly and is looking for a HR rep. 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 rep

* Handle large volume of contacts, working in all HR Systems, to manage the HR Services administration processes
* Respond to inquiries and HR-related questions in areas of payroll, compensation, benefits, policy, within the established timeframe for service
* Participates in recruiting process by setting up and participating in interviews, facilitating debrief sessions and performing compensation analysis for offers
* Performs compensation analysis for new or existing positions as requested
* Ability to assess and gather relevant facts and details to support resolution of employee issues
* Monitor records of employees on disability and/or leave of absence to ensure appropriate level of support, along with data accuracy in vendor and internal systems
* Support the release of timely messaging associated with benefit and wellness initiatives or to meet relevant compliance requirements
* Comfortable and capable of interacting and engaging with all levels of the organization with discretion and polish
* Provide Level 1 support for the administrative process of all HR related actions
* Reviews and interprets employee data to resolve issues

## Qualifications for HR rep

* Experience with contracts (e.g., setting up new accounts, filing credit applications)
* Experience in a retail environment (e.g., working big box, club, convenience stores)
* Proven experience in change management, such as driving change throughout the organization or leading a change effort (organizational realignment)
* SHRM certification current secret clearance or ability
* Evaluates and responds to employee inquiries via phone, fax and email
* Demonstrates empathy and respect at all times when interacting with others