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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

* Creates and maintains detailed, complete and accurate records of all interactions
* Follows prescribed protocols for problem resolution
* Create and maintains confidential centralized employee files
* Schedule high-volume (upwards to 20), highly complex candidate interviews per week – interviews are cross-functional, span multiple regions and can include a mix breed of on-site, video/Webex/phone
* Prepare and email offer letters for new hires
* Manage the FAA drug and alcohol program for the site including day to day and annual audits
* Minimum 5 years of progressively responsible HR Generalist roles or a combination of generalist and specialist experience
* Prepares, reviews and submits client reports on a weekly basis to ensure data integrity to management
* Assists in the recruitment process
* Assists in writing job descriptions

## Qualifications for HR rep

* 2+ years Human Resources, administrative support and customer support
* Minimum of 2 years of proven experience in employee benefits and leave of absence administration
* Proficient on Microsoft product (SharePoint, Excel, Word, Power Point)
* Prior experience with HR systems or demonstrated ability to quickly learn new systems
* Exceptional customer and team support skills
* Flexible and adaptable to rapidly-changing environment and policies and procedures, and client needs