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# Example of HR Rep Job Description

Our company is hiring 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

* Prepares/reviews HR paperwork and transactions in accordance with HR policies or procedures
* Monitor and support transaction processing for employee life cycle and data changes within a self-service environment
* Process HR work lists and work with HR in the field to review/approve job transactions
* Responsible for updating and correcting data on employee job and personal information
* Monitor rehired associates to ensure correct rates and dates are applied per division and/or union guidelines
* Timely Response to cases escalated from Associate Contact Center in regards to position and tax set up issues
* Daily review of ACH reports and consequent updates to associate records along with follow up letters
* Log all activities (phone calls, emails, faxes) into ServiceNow tracking system
* Follow established service standards on all inquiries to meet or exceed performance measurements
* Follow-up with internal and external customers on requests requiring research

## Qualifications for HR rep

* Experience with in-store marketing (e.g., POP placement, building creative displays)
* Workday, SkillSoft experience strong plus
* Minimum of 2 years of proven experience handling complex calendaring and interview scheduling across multiple time zones
* Basic knowledge and experience with change management principles and methodology
* Bachelor's degree with 4 years of Human Resource experience is required
* The candidate must be able to work well under pressure, have the ability to prioritize and manage multiple projects, and adapt to changing business environments and priorities