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# Example of HR Senior Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of HR senior. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for HR senior

* Coaches managers in assigned business unit/client groups on issues including application of HR policies and processes, restructuring, and complex employee issues in order to strengthen overall organizational capability
* Develops and administers policies and programs covering several areas of Human Resources such as recruitment, wage and salary administration, training, employee relations, benefits and equal employment opportunity (EEO)/affirmative action programs
* Recruits, interviews, tests and selects employees to fill vacant policies
* To review performance levels of the HR staff as required
* Liaising with line managers ensuring they are fully trained
* Running the recruitment process end to end across the different business sectors
* Supporting all ER issues
* Other ad hoc HR duties as directed from the HRD
* Providing monthly MI and analysis for senior manager meetings
* Lead all team member moral programs

## Qualifications for HR senior

* The successful candidate will be part of the development of our outward facing, forward leaning culture in Dun & Bradstreet
* Curiosity of how data systems are integrated and impactful
* Team Lead / Supervisory experience is highly desirable
* Additional languages would be beneficial (French, Spanish, Italian, German, Russian)
* Bachelor Degree or above in Human Resources Management or equivalent
* Minimum 8-year progressively responsible HR generalist experience within a fast paced, matrix managed multi-national organization ideally from high-end fashion, retail or service industries