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# Example of HR Senior Job Description

Our growing company is searching for experienced candidates for the position of HR senior. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for HR senior

* Analyze key metrics such as diversity, turnover, headcount and bench strength
* Work with management and employees to establish and maintain a positive work environment
* Manage filing and archiving of hard copy of employment documents
* Scan and save general HR documentations (resignation letters )
* Works on complex issues where analysis of situations or data requires an in-depth knowledge of the team and interpersonal dynamics
* Reporting to the Director, HR for PAS and DS Operations, provides strategic HR support to designated business/functional groups within the plant, and with the leaders within the organization
* In conjunction with both the Recruitment Centre of Excellence and the Hiring Manager, coordinate the recruitment and selection of employees in line with the talent plan
* Coordinate the recruitment of temporary employees (Indirect)
* In conjunction with the Talent Centre for Excellence, support managers in training and development, as appropriate
* Ensure company absence management policy is adhered to and applied consistently

## Qualifications for HR senior

* Multinational and production company experience preferred
* Proactive approach and customer oriented mindset
* Collaborative and team work mindset
* Very good knowledge of labor code and legislative requirements
* Ability to provide both verbal and written information clearly, succinctly, and persuasively, ability to influence others
* Capacity to understand people issues in the context of the bigger picture and business acumen how the business balances and creates profit and value