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# Example of HR Service Center Representative Job Description

Our company is growing rapidly and is hiring for a HR service center representative. 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 service center representative

* Supporting HR Managers, Specialists and employees with HR inquiries
* Must be available to work flexible full time hours depending on assigned shift
* Perform various administrative duties associated with the ongoing maintenance and any upgrades to our benefit plans
* Collaborate with others (both internal colleagues and external vendors) to achieve results
* Support of special projects, initiatives and annual Open Enrollment
* Reviews MSS transactions for compliance with Apria policy and procedures
* Performs daily audit and load of the applicant tracking system to the HR information system for company new hires
* Audits new hire records in the applicant tracking system
* Provides direct support to company employees, managers and other HR groups as part of a centralized function to handle a variety of HR-related support and transactions
* Appropriately routes requests from employees to others for additional information or research

## Qualifications for HR service center representative

* Build customer confidence
* Perform duties in a manner that prevents hazards to oneself, others, the environment
* Must speak, read and write English fluently (bilingual)
* Basic HR generalist experience is preferred
* Knowledge of Microsoft Word, PowerPoint and Outlook is preferred
* Bachelor's Degree or equivalent in demonstrated experience is required