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# Example of HR Services Specialist Job Description

Our innovative and growing company is looking for a HR services specialist. 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 services specialist

* You will plan and handle operational aspects of HR processes and/or activities from initiation to execution, including alignment of various internal and/or external focal points
* Have the opportunity to participate in the implementation of a new HR enterprise system
* Communicates and interacts effectively with customers and team members of the HR functional area team while displaying empathy and courtesy
* Attends to inquiries from Site HRM on the interpretation and administration of company policies on benefits and elevates to HR Services Head if necessary
* Participates and collaborates with other HR units in the conceptualization of projects and studies
* Work closely with HR service owners to craft targeted messages that will engage customers across a variety of communication channels
* Develop and manage a globally-relevant education program to improve the verbal and written communication skills of HR Services’ 1,200 team members
* Provide LOA training for HR Staff
* Demonstrates an in depth understanding of company HR policies and processes related to FMLA, Medical Non-FMLA, Military, and General LOAs
* Provides input to HR Policies related to LOA administration

## Qualifications for HR services specialist

* Obtain and validate necessary employee data for onboarding, changes occurring due to life events, and off boarding events
* Work with internal partners to ensure correct processing of benefits information
* Manage payment process for vendor services where applicable
* Manage accurate internal data and forms to ensure compliance with local requirements
* Excellent customer, service and team orientation, process-oriented thinking, understanding interdependencies and attention to detail
* High degree of personal responsibility and work independently