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# Example of HR Services Specialist Job Description

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

* Respond to customer questions, concerns and issues via phone, email and other methods as it pertains to Time & Payroll Administration
* Collaborate with Field HR Business Partners to work on process/policy standardization, compliance and other projects as needed
* Partner with HR Centers of Excellence (i.e Total Rewards and Talent Development) to support initiatives and administer programs
* Represent F&S on University wide committees regarding HR topics as needed and assigned
* You will apply knowledge and expertise of the most updated processes and tools (in his/her domain) in day to day interactions with employees
* You will design, generate and present a variety of reports that support organizational processes and facilitate ongoing improvement
* You will ensure that all the necessary facilities are in place for relevant activities
* You will gain experience in an international company
* Support our centralised knowledge base within our employee portal
* System testing support of employee portal and Service Cloud Console as needed

## Qualifications for HR services specialist

* Bachelor degree in Human Resources or related field
* Effective English Dutch verbal and written communication skills with ability to collaborate, build consensus and network with on site and remotely located business partners
* Systems oriented and analytical
* Experience with news reporting and writing for international audiences
* Experience with HR administration and knowledge of statutory requirements
* Experience working with various HR Systems and proficiency with PC applications including Word, Excel, PowerPoint & Outlook