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# Example of HR Services Specialist Job Description

Our company is growing rapidly and is looking to fill the role of HR services specialist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for HR services specialist

* Accountable for accurate and timely monthly payroll processing and statutory payment in accordance to the local regulations
* Provide support to line managers and HR Business Partner in employee relations issues
* Assist the HR Shared Services Sr
* Communicates benefits and leave information to employees, including but not limited to communicating leave eligibility, informing employee of their leave rights under Tenet policy and applicable state and federal leave laws
* Secures and analyzes information pertaining to employee’s eligibility status, medical condition(s), occupational or employer requirements, and statutory regulations to accurately determine eligibility for leave
* Develop appropriate Leave Management strategies to ensure prompt and accurate decisions
* Responds to moderately complex inquiries from managers regarding LOA issues
* Monitors and tracks critical dates in the leave cycle and communicates with the employee and manager as appropriate
* Develops leave related reports
* Support the Total Rewards COE in executing processes, tasks and overall administration and delivery of compensation and benefits processes

## Qualifications for HR services specialist

* 1+ years’ experience in HR (Shared Service environment a plus)
* Experience with HRIS systems a plus
* Strong customer service acumen and positive attitude
* Be able to deliver a great service across different countries in EMEA
* Fluency in one of the following languages, French, Italian, Spanish, Dutch is desirable
* Very good learning skills