Downloaded from <https://www.velvetjobs.com/job-descriptions/hr-services>

# Example of HR Services Job Description

Our innovative and growing company is looking to fill the role of HR services. 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

* Manage mandatory employee communications via email and mailings
* Manage catering orders for departments and/or company functions
* Insure cleanliness and safety around office including meeting rooms, kitchens, bathrooms, and common spaces
* Schedule repairs and maintenance (including office equipment and kitchen appliances)
* Maintain kitchen stock as needed during the day and arrange for end of day cleaning
* Administer Records Management including secure storage and destruction
* Facilitate payment of invoices for building expenses
* Act as Health & Safety ex officio – representing both employees and management in the JHSC meetings, monthly reviews and H&S inspections
* Facilitate audits and assure compliance/date integrity efforts with the EDM team
* Effectively manage employee performance using established company tools/methodology

## Qualifications for HR services

* The ability to understand business goals and recommend new approaches, policies and procedures to effect continual improvements in business objectives, productivity and development of ERC Onboarding & Recruitment
* Experience with contact center management (especially case management) &/ or workflow tools) HR Master data administration
* Able to implement/improve contact center processes to maximize efficiency & deliver quality services
* Tertiary education, preferably graduate in Human Resource Management
* Minimum 5 years of HR Administration experience with 2 years supervisory experience
* Demonstrated success in leading and managing a complex work group of about 10-15 people