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# Example of HR Services Job Description

Our innovative and growing company is hiring for a HR services. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for HR services

* Manage processes regarding data entry of new hires and ongoing data entry
* Manage and administer Non-Employee/Contract worker process
* Manage process of uploading documents to the Electronic Filing system
* Manage organization of the HR File Room and HR records retention
* Effectively identify and solve problem situations which are difficult or complex and escalate to the Field/Corp HR Generalists and Centers of Excellence Managers or to HR senior leadership as needed
* Gather HR metrics
* Manage annual Affirmative Action program completing the EEO-1, VETS-100 and VETS-100A reporting
* Manage Disaster Recovery Plan and HR Process Documentation
* Manage HR Phone system (Zeacom)
* Conduct audits on HR controls and Data Management

## Qualifications for HR services

* Fluent in English and Czech or Polish and any other European language is an advantage
* Experience from HR environment is an advantage
* Strong change-management mindset
* Ability to assist high volumes of associates/managers
* Ability to do multiple tasks simultaneously
* A bachelor’s degree in HR or business administration preferred