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# Example of HR Services Job Description

Our company is growing rapidly and is searching for experienced candidates for the position 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

* 15% Monitor and guide work activity for team
* 30% Recruit, select, orient, train, guide and develop resources
* 30% Utilize standard project development methodologies to facilitate delivery of HR System solutions
* 25% Lead the establishment and maintenance of internal Standard Operating Processes for areas of responsibility
* New Hire preparation (pre-hire process, offer letters, communications, on-boarding)
* Ensure that employee time data is accurate in timekeeping system prior to weekly deadline to include policy adherence for overtime, flex scheduling, vacation, floating-holiday processing, hours distribution, leave processing, termination
* Provide policy and procedure guidance and serve as employee advocate to identify resources for resolution of issues and concerns
* Partner with Customer Support HR Team and other HR teammates to respond to inquiries requiring coordination with other groups
* Create ad hoc reports and provide data to support trend analysis and HR metrics including our HR dashboard
* Prepare presentation materials, assist with training workshops and facilitate team meetings

## Qualifications for HR services

* Fluent in English and French or Spanish and any other European language is an advantage
* High school diploma or GED and a minimum of 5 years of professional, administrative, secretarial, or clerical experience and/or combination or secondary education and experience related to the position’s responsibilities
* Those with a Bachelor’s degree may qualify with 1+ years of experience as outlined above
* Bachelor's (BA/BS) degree preferred
* At least 5 - 7 years HR Operations experience in a fast paced multi-cultural environment
* Basic customer service skills - including the ability to handle difficult customer issues in a professional manner, respond to customer needs in a timely manner and identify customer needs