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# Example of HR Services Job Description

Our company is looking for a 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

* Coaching/educating and supporting people managers and employees on HR/Payroll related issues, policies and procedures
* Works directly with corporate and/or field managers, and HRBP’s to assist them in their responsibilities on human resources matters
* Educate and support employees with questions or concerns on processes, benefits, policies
* Provide administrative support to the Customer Support HR organization while maintaining confidentiality of information
* Assist new hires and managers by ensuring they are able to access available resources as needed
* New Employee on-boarding documentation
* Personnel Administration & Head Count Reporting
* CHRIS Activites & Light Roll-in Implementation
* TRS Remunerations Survey
* Performance Management & Compensation

## Qualifications for HR services

* Basic knowledge of a broad spectrum of HR policies and practices
* Understanding of the importance of confidentiality and data security
* Local travel up to 65% in the Queens/Nassau County area
* 50% local travel in east of Pittsburgh area is required
* A degree from a recognised University in a relevant area (OD, Business Admin, psychology etc)
* 7 years of management experience in the HR function