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# Example of HR Specialist Job Description

Our company is looking to fill the role of HR specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for HR specialist

* Manages leaves of absence in accordance with federal and state regulations
* Serving as resource on human resources matters, providing guidance, assistance, and support to management, supervisors and administrators
* Demonstrating knowledge of internal HR information by displaying the ability to research, comprehend, and communicate Duke Policies and regulations
* Acting as consultant, recommending best practices in accordance with established University policy
* Maintaining and building relationships with School of Medicine HR and other appropriate offices and departments to respond to personnel problems, issues, and special requests and to facilitate personnel actions
* Addressing, analyzing, and triaging all general customer inquiries - from employees, department administration and other Duke entities
* Advise and assist in the handling of human resources issues and determining the appropriate actions and processing
* Addressing questions with detail, accuracy, and completeness, via written, verbal and/or electronic communication
* Coordinating, processing and managing new hires, including I-9 verification and submission
* Obtaining and verifying necessary documentation, schedule orientation, set up Approvers and Back-up Approvers in Payroll Systems

## Qualifications for HR specialist

* Degree Human Resource Management or a related discipline (essential)
* 3 years post-graduation Human Resources experience in a similar role
* 4+ years of solid HR experience
* Good command of English/Arabic
* HR degree or 2 years related experience
* Timely and proper communication between all the parties involved in Off-boarding process