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

# Example of HR Specialist Job Description

Our company is looking for a 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

* Manage and scale the onboarding program for our quickly growing Cambridge location, partnering with HR colleagues across multiple locations
* Serve as the voice of our local employee population while partnering with Recruiting, HR, centralized Employee Resource Center, Facilities, and other groups on key initiatives
* Direct employees to the appropriate resources to answer HR questions, provide local assistance when needed
* Take ownership of existing employee and leader learning and development opportunities and work with HR Business Partners to expand BOS offerings
* Implement and coordinate local communication and culture based initiatives (such as All Hands Meeting or networking events)
* Provide HR support for core HR processes, ad hoc projects and requests
* Works under the direction of the OE Director and assists with or handles a variety of HR administrative functions and processes
* Supports Director and OE Consultants
* Coordinates training sessions including facilitator scheduling, dates and attendees
* Manages and updates company-wide programs that include new employee orientation, employment law training, Provides assistance to client-groups in organization

## Qualifications for HR specialist

* Hands-on experience with Workday and or Kenexa BrassRing will be an asset
* You will provide HR support for the Home Office HR team
* Fluent in English, Italian and French
* Support ongoing workforce stability and employee engagement efforts through initiatives like stay interviews, exit interviews and people analytics
* Assists front line DC leaders in the deployment of solutions with process-oriented perspective
* Participates in and leads company-wide programs and initiatives at the local level (e.g., Vitality and wellness initiative, annual open enrollment processes, workforce planning )