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# Example of HR Staff Job Description

Our company is searching for experienced candidates for the position of HR staff. 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 staff

* Assist with payroll , recruitment, leaves of absence, visas, and the annual performance management process as needed
* Coordinates employee programs
* Facilitates orientation programs on Code of Discipline and Corporate Social Responsibility
* Prepare minutes or other documentation of company communications, activities, including appropriate point person for actionable areas
* Conducts exit interviews, prepares report on the results, and analyzes results for Company improvement
* Performs other duties may be assigned by superior from time to time
* Coordination/orchestration of projects or commitments directly involving the SVP HUMAN RESOURCES and her direct reports
* Independent leadership of SVP HUMAN RESOURCES-initiated projects, ranging from retention to rationalization of HR-related assets to organizational clarity
* Work closely with SVP HUMAN RESOURCES’s Executive Assistant to remain apprised of/schedule upcoming commitments and proactively prepares briefing materials to ensure SVP HUMAN RESOURCES is prepared and ready
* Leads special projects as assigned by the SVP HUMAN RESOURCES, including scoping, planning and execution

## Qualifications for HR staff

* HR competency certification desired
* Proficient with Microsoft products (Word, Excel, PowerPoint, SharePoint)
* Experience working with leaders and management teams at multiple levels to develop organizational effectiveness
* Experience utilizing change management to implement improvements
* Experience coordinating recruiting and staffing at all levels
* Experience working with leaders and management teams to develop organizational effectiveness