Downloaded from <https://www.velvetjobs.com/job-descriptions/human-resources-support>

# Example of Human Resources Support Job Description

Our company is growing rapidly and is looking to fill the role of human resources support. 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 human resources support

* Challenges the organizational structure of the internal client and proposes changes
* Performs benefits administration, reviews benefits with employees and processes enrollment, cancellations, changes and claim resolutions
* Assists in the coordination and processing of new employee onboarding to include New Hire paperwork, and PeopleSoft data entry
* Supports the performance management process
* Provides payroll processing support
* Maintains payroll information by collecting, calculating, and updating data such as exemptions, insurance coverage, loan payments, raises, promotions
* Assumes other responsibilities as assigned by the Human Resources Director
* Managing all contractors who provide services and repairs to the building
* Supporting the HR Business Partners in the delivery of HR services for our clients
* Resolving manager and employee issues in a timely and efficient manner, ensuring a high quality client experience

## Qualifications for human resources support

* Ability to communicate effectively in verbal and written format with all employee levels and make recommendations to upper management
* Ability to multi-task efficiently and drive multiple projects
* Demonstrated ability to work effectively in highly matrixed, global teams
* A Bachelor's degree with a concentration in Human Resources or Business
* Travel to our various KeyLogic locations (Morgantown WV, Pittsburgh PA, Columbia MD, Chantilly VA, Watervliet NY) on a regular basis
* Must be organized, detail oriented and able to exercise discretion and maintain confidentially