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# Example of Junior HR Job Description

Our innovative and growing company is looking for a junior HR. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for junior HR

* You can deepen your communication and negotiation skills, both with internal staff and external contacts
* You will extend your knowledge on banking industry and gain firsthand experience on hot topics within financial sector in HR trends
* Update of procedures and documentation
* Direct and indirect contact with client employees regarding HR-related queries via phone and email
* Perform data look up data entry in various HR administration systems and tracking tools
* Production of official HR documents such as contracts, exit documents and references
* Work strictly on agreed processes whilst delivering a high level of service
* Accountable for the quality and quantity of their own work
* Direct and indirect contact with our client’s employees via phone and email
* Advise the client on various issues regarding HR policies and processes

## Qualifications for junior HR

* Project support on wide range of HR activities
* Take lead role on contributing to new database on executive trends in Japan
* Always take initiative on meeting and exceeding client expectations
* Work on sales and marketing projects by liaising with marketing team on HR team progress
* Contribute to positive team culture and delivery on cross-team projects – this company committed to work/life balance and employee engagement and expects high level of dedication to these initiatives from all staff members
* Experience and enjoys working with numbers