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# Example of Junior HR Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of junior HR. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for junior HR

* Contribute to a high customer satisfaction
* Work strictly on agreed processes and actively identify opportunities for process improvements
* Upon gaining maturity, complete continuous improvement projects and additional tasks as assigned Perform ad hoc tasks when required
* Enjoy diverse career opportunities, including the possibility to work in different areas of HR expertise, in different business units and locations
* Build and develop expertise in one of the world's best HR organizations
* Work on meaningful assignments and assume responsibility from day one
* Benefit from an attractive compensation and benefit package
* Organizational and space planning
* Assist our Head of HR in a variety of global and local HR projects, related to the introduction of new HR technology or the development of global HR guidelines
* Work collaboratively with the entire HR team colleagues from other departments to ensure optimal outcomes of all projects

## Qualifications for junior HR

* Experience creating timely reports for senior stake holders
* 2-3 years previous experience in a similar role working in a busy HR department would be desirable
* Previous experience of an HRIS system is desirable
* Attention to detail and accuracy of work is essential
* CIPD qualification is desirable, with appropriate knowledge of UK employment law
* Tenacity and assertiveness to follow up on non-compliance to our internal processes and procedures