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# Example of Junior HR Job Description

Our company is looking for a junior HR. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for junior HR

* Analyze client-reported Oracle Compensation issues, and resolve them in a timely and professional manner
* Gather and document client requirements for client extensions (reports, interfaces, fast formulas)
* Provide data implementation and support, reports and analysis for improved decision-making and efficient work processes for all functions within HR
* Support global HR process – follow up on process progress, issue and analyze reports
* Develop an in-depth understanding of the supporting business processes that align with HR system solutions
* Focal point for employees in ongoing HR issues (vacation days, leave of absence, health insurance, welfare)
* Key user in cross company and multidisciplinary HR projects
* Individual or group benefits, entitlements, beneficiary/ dependent information
* Personal information data correction
* Performance assessment, Probation review, Compensation & Benefits records

## Qualifications for junior HR

* Team player, and willingness to share
* Experience in HR
* Must exhibit a drive to achieve quality results demonstrate accuracy and thoroughness
* Recent graduate in HR or related fields
* Knowledge and understanding of market trends and HR practices
* Background in Human Resource is preferred