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# Example of Senior HR Specialist Job Description

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

## Responsibilities for senior HR specialist

* Lead and manage company’s annual internship program
* Collaborate with internal teams including recruiting, alumni, hiring managers and campus teams to deliver a strategy to meet hiring targets
* Take a data driven approach to develop program strategies
* Leads the development and delivery of complex information across all business units globally, including, defining report requirements, performing data analysis and preparing reports for management presentations
* Administers the collection, consolidation and interpretation of data required to support key Human Resources processes, initiatives and improvement projects
* Develops ad hoc reports and completes analysis of complex global information from a variety of sources and writes management summaries
* Leads Human Resources reporting flows and information consolidation which allow predictive analysis for business results
* Conducts external and internal research and summarizes results for management review
* Leads the implementation of improvements to standard Human Resources reports
* Participates on global initiatives to improve the overall effectiveness of reporting and analysis of the Human Resources Function

## Qualifications for senior HR specialist

* Hands-on experience in searching candidates
* Demonstrated influencing and relationship building skills with clients, partners, and people from various backgrounds and cultures
* Provides Oracle Business Intelligence expertise to the global implementation of HR Integrated Analytics and to the HRIS Operations Team
* Leads production support efforts by working with the HR organization and end-users to troubleshoot issues and discuss enhancement requests for existing reports and dashboards
* Supports business requirement gathering sessions for reporting and embedded analytics across all HR systems
* Translates business requirements into value added dashboards and reports that meet the needs of key stakeholders and senior leaders