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# Example of Senior HR Specialist Job Description

Our innovative and growing company is looking to fill the role of senior HR specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for senior HR specialist

* Plan, manage and execute complex HR application configuration changes (e.g., workflow, rules, ) and maintain documentation for business process maps, workbooks, and procedures as needed to address business needs
* Support Centers of Excellence (CoEs), Human Resource Business Partners (HRBPs), and Crew Central shared services with all new technology / application implementations
* Ensure data integrity by supporting risk and audit activities, including ensuring data integrity and privacy compliance
* Processing of data in the HR systems/databases according to the procedures and the HRPS control framework
* Receiving and answering questions to line managers and employees relating to individual or group benefits and terms and conditions
* Prepare and maintain employees staff tables for the correct salary calculation for the Clients
* Follow amendments in the Russian legislation in relation to HR field
* Work with Business/HR Leaders to plan, lead and execute aspects of communication (announcement day, job offers, Town Halls, ), change management (identify and meet with influential change agents, ), culture and onboarding for transitioning target employees
* Integrate CTO with other regional HR activities such as employer branding, recruitment, orientation, and provide support to country deployment
* Depending on project scope, lead or participate in due diligence, transition and integration activities from HR perspective in M&A/divestiture projects

## Qualifications for senior HR specialist

* Understanding of ELCM aspects such as Leaves, Separation, Salary components, Induction, Onboarding a strong plus
* Bachelor’s degree or equivalent in HR or economy preferred
* Able to absorb and apply knowledge to give correct advice on standard policies and procedures
* Language proficiency in English, Czech, Romanian, French, German
* Sound Knowledge of end to end HR processes to ease routing
* Higher degree in HR field