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# Example of Senior HR Specialist Job Description

Our company is growing rapidly and is hiring for a senior HR specialist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for senior HR specialist

* Tracks and follows internal controls for reconciling invoices, accounts, taxes and/or applicable ledgers
* Follows and monitors regulatory compliance and requirements for SOX, taxes, privacy, FMLA, HIPAA or for the Department of Insurance for Continuing Education
* Orders department supplies, reconciles monthly purchasing card statements and prepares transaction logs
* Prepares and distributes information packets and/or individualized mailings regarding HR programs
* Performs various administrative and clerical duties, including opening, sorting and distributing incoming mail, and filing and assisting with the implementation of new or revised HR programs or procedures
* Assists supervisor with special assignments as directed
* Guide and support other team members in meeting these SLAs
* Ensure timely and accurate payroll delivery by performing both standard payroll processing and also more complex, periodic and/or responsible payroll tasks within the team perform key controls
* Provide regular and ad-hoc reports related to Payroll processes
* Carry out additional administration assigned to the payroll team related to Benefits, off-cycle processing, time and attendance, other country specific tasks, issue Manual paychecks

## Qualifications for senior HR specialist

* COPC and any other Statistical Certifications from ISI, ASQ a plus will be an added advantage
* Must have three (3) plus years of corporate recruiting or a mix of staffing agency recruiting, to include full life-cycle recruiting
* Knowledge of ALL principles and processes involved in HR functions at a large-scale overseas facility
* Act as champion of change in the organization, sponsoring change initiatives in support of organizational evolution
* MBA in HR or discipline related to HR
* Minimum of a Bachelor’s Degree in business related field coupled with 2+ years related benefits, HR, or other relevant work experience