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# Example of Senior HR Job Description

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

## Responsibilities for senior HR

* Participates in the broader CCG Generalist team to drive Core, Common and Consistent HR solutions such as process improvement lead or be part of other broad scale HR projects and initiatives
* Drives recruitment efforts within established division guidelines working with the Recruiting COE
* Display a willingness to direct other team members in driving overall HR progress and be willing to solicit assistance and mitigate conflict
* Develop processes, procedures for efficient operation in all areas including documentation & maintaining consistency in offer/appointment letters, promotion/transfer memos and employment confirmation letters, deputation letters
* Ensure that HR database records and personnel files are up-to-date at all times
* Ensuring all information required for payroll is updated on the HR Database and passed to Payroll within agreed timescales
* Maintains human resources records/HRIS by entering new hires, updating transfers, terminations, changes in job classifications, merit increases and information changes in HR records
* Contribute to, and support, improvements to HR system, support, and administration processes to ensure maximum efficiency
* Provide generalist HR support on matters such as grievance, discipline, absence management, maternity, managing redundancy or in dealing with sensitive staff matters
* Act as the primary interface between HR and Finance to maintain alignment on the impact of business decisions

## Qualifications for senior HR

* Commercial apprenticeship or equivalent
* Responsible for new hire and contractor onboarding/orientation
* Strong consultative skills and the ability to build relationships, establish credibility and influence all levels of the organization
* Strong assessment and decision-making skills
* Ability to work reason/analyze, show initiative and have courageous yet respectful conversations
* Able to handle frequent interruptions, multi-task and organize workflow, and manage projects