



Example of HR Employee Job Description

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Our company is growing rapidly and is hiring for a HR employee. 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 HR employee

- Partner with Human Resource Managers (HRM) and O&TD professionals to execute business-specific HR strategies
- Serve as the Employee Resources Team subject matter expert for one HR specialty area (GME, Immigration, Staffing, Payroll / Benefits,) including managing all complex and escalated cases providing training and support to other team members at your site / region
- Working in conjunction with the HR team and functional leaders in support of the population across our 2 WCS UK sites (Sale and Cardiff), to provide an effective HR support/business partnership
- Supporting global functional HRM's by taking ownership of salary planning, compensation and benefits, succession planning for UK population
- Coach managers to develop leadership capabilities on an ongoing basis
- Support HR activities including headcount reviews, HR lifecycle (starters, leavers etc) via our HR Admin team, and other day to day support
- Provide guidance on reward and recognition, ensuring appropriate levels of reward for performance
- Support and/or lead HR projects as needed
- You will handle on-going activities in his/her domain within a specific unit, including budget allocation and prioritization when necessary
- You will stays up-to-date on the legal and/or professional issues impacting his/her domain in order to improve and update the relevant activities

- Experienced in working with case management systems
- Sound knowledge in employee related topics of specific country/cluster of a country
- Champions innovation, change and diversity by embracing and generating better and innovative ways to improve individual and business performance aligned to a shared purpose
- Minimum of 2 years of experience working in an HR specialty area (GME, Immigration, Staffing, Payroll/Benefits)
- Minimum 5 years of Human Resource experience with increasing responsibility
- Sound understanding of Austrian labor law and expertise to the lead related projects