



Example of HR Employee Job Description

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Our growing company is looking to fill the role of HR employee. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for HR employee

- Serve as first point of contact for employees & managers and provide leadership, coaching and support for individual employee needs & HR processes
- Regularly coach and counsel business partners
- Communicate and implement with colleagues and business leaders about change of policy and implementation
- Ability to communicate complex messages to others
- Helps to deliver the annual field service leadership summit
- Actively manages the services early Career Programs
- Onboard Hourly employees and Salaried
- T&A system support
- Payroll process administration in partnership with HR Ops
- Union Relations

Qualifications for HR employee

- Ability to support clients in multiple locations & work in a matrix environment
- Self-starter, able to make sound judgements and drive decisions
- Strong understanding of the application of local labour laws and government requirements
- Good level of IT literacy, Microsoft Office and HR systems
- At least 10 years of experience in operations and/or human resources, preferably within India

