



Example of HR Employee Job Description

Powered by www.VelvetJobs.com

Our company is growing rapidly and is looking to fill the role of HR employee. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for HR employee

- Data quality oversight for employee data regarding flexible work arrangements, leave of absence and exit interviews
 - Lead process improvement projects related to areas of responsibility
 - Own process documentation related to areas of responsibility
 - Assist HR Generalist and VP of HR with projects
 - Serve as the Human Resources/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 (pull to bottom w/ investigations)
 - Administer and monitor the employee life cycle related changes to transfers, leaves of absence, ending of employments, promotions, awards and salary changes by communicating with other stakeholders, answering to inquiries, updating systems, preparing, dispatching and filing documentation
 - Support and manage projects
 - Collaborate and partner with the union leadership team to help drive positive business outcomes
 - Act as an employee advocate in supporting hourly employee relations, interpreting the collective bargaining agreements when problem solving and incorporating internal customer feedback into solutions
 - Assist with Summer Wellness Challenge
-

- Must demonstrate HR Business Partner competencies like Business Acumen, Influencing & Partnering, interpreting HR Policies & Programs
- Must have demonstrated problem solving, judgment and conflict resolution skills with the ability to provide high quality independent analysis, conclusions, and recommendations
- Highly team-oriented in working with all levels of employees
- Ability to effectively cope with change and manage stressful situations
- Proven planning, priority setting and time management skills
- Ability to manage multiple priorities while maintaining a positive attitude