



# Example of HR Senior Job Description

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Our innovative and growing company is hiring for a HR senior. 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 senior

- Advise, in coordination with the HR Manager, to Leads and employees in those subjects like benefits, legal norms, best practices, internal policies, data, reports, illnesses, labor individual agreements, subsidies, payroll data and process, personal issues and situations, termination interviews
- Develop a robust succession plan and ensure people growth
- Ensure coaching and best practice sharing across the operations teams
- Collaborate with department heads and hiring managers in determining position requirements and qualifications
- Create and manage all job postings, both internal and external (job boards, website)
- Perform appropriate reference/background checks and prepare and extend offers to final candidates
- Coordinate on-boarding process for new hires
- Conduct/arrange new hire orientation and training
- Administration of the facility's HR administrative functions
- Assist with the facility's Talent Acquisition functions for non-exempt and exempt job levels

## Qualifications for HR senior

- Strong MS Office software experience required
- Must be innovative and proactive in a fast-paced environment with a

- Tertiary qualification in Human Resources
- Minimum of 7 years' experience, partnering with the business within an engineering or construction environment
- Team player who quickly builds trust and collaborative working relationships with managers and employees