Example of HR Staff Job Description

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

Responsibilities for HR staff

- Manage Grievance (union and non-union) processes
- Responsible for supporting the coordination and implementation of various project management plans that will involve the HR-N functional areas and other university departments
- Responsible for scheduling meetings and events, and related logistics
- Schedules and conducts NEO, information sessions, RU-N event collaborations
- Monitors and coordinates updating the content of the HR-N website for review and approval by the Director of Human Resources
- Coordinates, follows-through, and maintains relationships with internal and external stakeholders in addressing and resolving matters involving, but not limited to, meetings and events, project timelines and deliverables, communications, problems, and client service
- Responsible for supporting the coordination of RU-N stakeholders around staffing for the new mission report recommendations
- Troubleshoots technical issues and escalates as required with internal and external constituents
- Provides media and public relations support by maintaining the HR-N website content, and assisting with the development of print and electronic promotional materials such as mailings, brochures, newsletters, and correspondence to include writing, design, preparation and distribution
- Resume screening and candidate phone interview for various positions

- Ability to compose correspondence/memoranda, presentations, documentation, and spreadsheets with minimal errors
- Flexibility, innovation, and creativity
- Ability to suggest new approaches to office procedures
- Familiarity with MS Office Suite, including proficiency with word processing, spreadsheets, database management, e-mail, and calendar programs, preferred
- General office duties such as scheduling meetings, teleconferences,phone skills, filing, drafting correspondence
- Minimum one year emergency or critical care experience required