



# Example of HR Supervisor Job Description

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Our growing company is looking for a HR supervisor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for HR supervisor

- Be able to communicate well both verbally and in writing
- Have a flexible approach to work and be a team player with a track record of successfully prioritising work and managing time effectively
- Be able to record information accurately
- Have experience of task coordination and employee supervision
- Respond to questions or problems that have been escalated from the Benefits Specialists
- Maintain files for 401k Rollovers, Eligible Automatic Contribution Arrangements, Hardship Withdrawals, Loans, QDROs
- Work with Towne Benefits and HR Management to assist in the evaluation of new offerings and plans for Open Enrollment each year and communicate to employees regarding new plans, changes, costs
- Work with the HRIS Administrator and the HR Compliance Officer to prepare the HRIS for OE annually, ensuring the proper setup of all required elections, applicable deductions, required notifications, acknowledgments
- Communicates with family members and beneficiaries in the event of a life insurance claim
- Represents the Company before Private, Official and Educational Organizations to promote the Company's Interest, establishing Relationships gathering Current and Relevant Information Implements the labor Relation policies and procedures

## Qualifications for HR supervisor

- Analytical ability including identifying patterns, trends, associations, and cause-effect relationships from that data
- Bachelor's degree in Human Resources, Business Administration or related field or a combination of education and experience providing equivalent knowledge
- Ability to build and manage relationships with vendors
- Additional language skills (Spanish, Italian, French, Polish)