



Example of HR Supervisor Job Description

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

- Coordinates the day-to-day operations of a group of employees
- Assigns, monitors and reviews progress and accuracy of work, directs efforts and provides technical guidance on more complex issues
- Supervises the preparation of reports (as required by legislation or organization needs) and research in the development of human resources policies and procedures
- Interprets and ensures consistent application of organizational policies
- Serves as liaison with the community or other outside agencies with regard to human resources activities and programs
- Manages assigned staff, which includes making employment (hire/termination/salary adjustment) decisions, reviewing employee performance, addressing escalated issues, setting priorities, distributing work, and creating professional development opportunities
- Position may be assigned to a specific targeted business area and may require additional or specific job duties related to assigned function which are not aforementioned
- Employee Relations & Engagement
- Ensure that at any time all company's environmental, health and safety requirements are being followed
- Identifying and addressing the housing, medical, and other needs of recent immigrants

Qualifications for HR supervisor

- Experience in a call Center environment, generalist or specialist role and/or HR analyst role
- Clear communication skills to help employees of all levels of the organization to effectively understand and resolve their problems
- Process improvement mind-set to build efficient and effective processes
- Ability to lead and develop team members to achieve an effective and efficient helpdesk team
- Is dedicated to providing organization systems for designing and measuring work processes