



# Example of HR Supervisor Job Description

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

## Responsibilities for HR supervisor

- Recruit, screen, and interview internal and external applicants to fill current or expected job vacancies
- Ensure a consistent and fair policy with all search firms with respect to submission of resumes and fees
- Evaluate selection criteria and testing techniques to ensure compliance to standards
- Responsible for Records Management for the STP site
- Understand and take account of specific legislation relating to recruiting FMLA, FSLA, ADA, WARN
- Consult on employee relations matters, job classifications, and employee morale issues
- Compile statistical HRIS reports for department
- Drive continuous improvement through trend reporting, analysis, and metric management
- Participate and lead team projects that address strategic initiatives as directed by the HR Manager
- Oversee the records retention of all Employee Personnel Files (both active and inactive employees)

## Qualifications for HR supervisor

- Monitoring VIP service for guests staff as needed when arriving and leaving the country
- Frequently sits for long periods of time utilizing office equipment and/or

- Depending on assignment, personnel should be aware of moving on short notice and under adverse conditions
- Familiar with local Employment Law and related regulations
- Good oral & written English and Chinese