



Example of HR Supervisor Job Description

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Our company is growing rapidly and is looking for a 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

- Responsible for the creation and implementation and transition of metrics & processes, including tracking of data, offered by the work group
- Partners with Business Unit HR and management to ensure service expectations are met, problem resolution is completed, and review process improvement opportunities
- Facilitates review of quality outcomes, and implements changes to improve HRSC quality outcomes
- Defines and establish specific objectives and metrics for the HR Service Center in order to quantify the expectations of employees and managers regarding service
- Provides regular feedback and suggestions for performance improvements with an emphasis on coaching, relationship-building, and long-term skill development for employees
- Routinely monitors phone calls, research projects, employee data accuracy, and provides feedback to HRSC staff members, as needed
- Routinely audits Data Management Team and Contact Center procedures, processes and outcomes for best practice results
- Ensure that employees are receiving ongoing development, both through formal training programs and informal coaching sessions
- Participate in efforts to improve work process
- Evaluate staff performance, write and administer review process, including coaching and counseling employees, including the hiring of new team members

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- Developed leadership and delegation skills
 - Understanding of HR policies and HR law
 - Strong user of technology
 - Excellent oral, written, interpersonal, relationship building and partnering skills needed
 - Strong business acumen with the ability to think critically, solve problems and work in an organized fashion
 - Minimum of 1 year of supervision experience