



Example of Human Resources Lead Job Description

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Our innovative and growing company is looking for a human resources lead. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for human resources lead

- Developing system requirements for multiple Recruiting and Hiring systems (e.g., Onboarding, Position Library)
- Oversee implementation of PeopleSoft 9.2 Upgrade for client HR system
- Map developed system requirements to test criteria and develop overall HRIT test strategy and test scripts
- Participate in special projects and initiatives for continuous improvements in HR and the business to include reduction of turnover, the employee experience, on-boarding strategies, employee engagement, risk mitigation, process improvements, employee development
- Prepares correspondence, updates spreadsheets and processing employee paperwork
- Files and maintains master personnel files and the general human resources filing system
- Assist with employee hiring process to include ad generation, benefits briefs, reference checks, job offer processing and the Employee Referral
- Documents information in evaluation tracking book of employee ratings
- Assembles and types new employee paperwork
- Analyze HR metrics for assigned business groups to help managers arrive at appropriate people decisions

Qualifications for human resources lead

- HR qualification

- Term goals and objectives while implementing organizational change management, event management, and the development of organizational strategies and communications
- Ability to frequently lift, carry, push, or pull up to 10 lbs
- Ability to constantly reach outward, handle and finger objects, stand, walk, sit, and type using a keyboard
- Requirements Management – Assess, document and differentiate business requirements