



Example of Human Resources Leader Job Description

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Our company is looking for a human resources leader. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for human resources leader

- Coordinates employee assistance, recreational activities, and other employee-related programs
- Assists in investigation and resolution of employee issues and coordinates processes of responding to complaints
- Assists in the reduction of absenteeism and turnover through various initiatives and projects
- Assists in development of Affirmative Action Plan
- Assists in the development of a safe workplace
- Manage and oversee the transfer process for Texas inbound and outbound transfers, including coordination with HR Manager, Global Mobility team, immigration specialists, and other offices' HR contacts
- Manage the externship process for Texas, including coordination with the HR Manager and the SAC program manager
- Manage and maintain consultant mentor and sponsor programs
- Partner with the HR Manager to quality control all CSS and consulting staff performance reviews (case reviews and professional development reviews)
- Oversee and participate in various onboarding and integration activities for all Houston new hires (CSS and consulting staff) including seating, colleagues, and first day communications

Qualifications for human resources leader

- Able to engage with and work well with people at all levels
- A self-starter, highly motivated, with a strong work ethic

- BA/BS in Human Resources, Organization Development or Business, or equivalent
- 4 - 8 years of experience in HR is required
- U.S. Citizen or U.S. Naturalized Citizen or U.S. Permanent Residency is required for this position