



Example of Human Resources Professional Job Description

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Our company is searching for experienced candidates for the position of human resources professional. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for human resources professional

- Executing the day to day HR services related to recruitment and selection, benefits administration, employee relations, selection and recruitment, and performance management
- Monitor control and log tax service provider costs, ensure invoices are raised and paid in a timely manner and costs charged through to the appropriate cost centres
- Initiate service provider services for tax services
- Planning and facilitating Third Party Performance Review meetings with Third Party and internal stakeholders, taking all meeting minutes and managing any follow up activities relevant to Third Party Performance
- Lead the design, develop and delivery of the program, which will include identify topics, developing the schedule, planning communications and promoting events using social media and other channels, identifying, recruiting, preparing and giving feedback to speakers, and conducting live events using event management and video conferencing tools
- This position will be working with a diverse staff and other duties may be assigned depending on workload of the unit
- Work with the sourcing team on drafting necessary language to translate business needs into specific requirements for contract-related documents, Statements of Work (SOW), Letters of Authorization (LOAs), Requests for Proposals (RFPs), This also includes leading the team to reach consensus, meet milestones and complete contracting by business partner required

- Collaborate closely with key business partners to understand their priorities and challenges
- Manage a high volume portfolio of opening at the non-exempt and professional levels
- Monitor candidate flow through the pre-employment process and provide updates to the Hiring Managers and candidates in a timely manner

Qualifications for human resources professional

- Working knowledge of Microsoft programs, such as Excel, Word, PowerPoint
- Experience with SAP or HRIS system is preferred
- Well-developed communication skills-written, presentation, verbal
- Strong organizational skills and ability to maintain involvement in many projects at any given time
- Minimum 10 years in learning and development or other HR function
- Must be a student receiving Bachelors or Master's degree between December 2016 – August 2017