



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. 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 professional

- Educates and encourages employee use of self-service tools such as the company intranet and benefits sites where applicable
- Determines the priority level of non-routine employee transactions and inquiries
- Utilizes our case management ticketing system for the documentation of inquiry/ transaction details and relevant information via phone, e-mail and fax for quality management and record keeping purposes
- Run standard reports and create ad-hoc reports as needed
- Assist with the administration of multiple HR systems
- Completes/ enters employee transactions or status changes in HRMS as requested to ensure appropriate levels of approval and authorization are secured and documented
- Monitors and analyzes employee services tickets for trends and improvement opportunities with a goal of reducing call volumes
- Offers suggestions for process improvement with the goal to increase efficiency and/or improve the stakeholder experience
- Supports the Talent Acquisition function by completing I-9s and facilitating new hire orientation in partnership as needed
- Maintains knowledge of federal, state and local employment practices and labor

Qualifications for human resources professional

- Ability to identify, understand and apply federal, and provincial changes to and/or new regulations/laws pertaining to human resources
- Ability to work independently in high stress situations
- Ability to seek out resources and information for direction on technical work
- Ability to promote an ethical and professional work environment
- Ability to function in an advisory role to Division faculty and leadership
- Ability to meet deadlines under limited supervision