



Example of Human Resources Professional Job Description

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Our company is growing rapidly and is looking for a human resources professional. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for human resources professional

- Independently addresses unit needs and makes recommendations and/or human resource determinations in organizational structure and restructure, workflow, job design, classification, staff development, downsizing, human resource case management
- Coordinates the Performance Appraisal tracking process and Site Competency tracking system and enters information into the PeopleSoft system and Excel spreadsheets to meet JC requirements
- Reviews all PR&DP's for accuracy of point assignments, appropriate signatures and documentation and enters data in PeopleSoft
- Serves as the Site lead benefits liaison, coordinating open enrollment activities with corporate departments
- Schedules and coordinates grievance and problem resolution activity between managers, union representatives, employees and the ER Professional, HR Director and Legal Affairs
- Administers FMLA intermittent and continuous leave paperwork
- Maintains the supply inventory and orders supplies as needed and within budget
- Maintains and monitors staff licensure/certification information as required to ensure JC compliance
- Provides training to HR Representative, and other team members as needed, and supports in leave administration as needed

Qualifications for human resources professional

- Ability to make objective decisions in the best interest of the work unit and the University
- Ability to communicate policy and procedure in a concise and informational manner
- Skilled in prioritizing competing demands and deadlines
- Skilled in communicating with faculty and leadership in a composed and professional demeanor
- 2 years of work experience in an administrative or support role
- Experience with Recruiting Software