



Example of Human Resources Supervisor Job Description

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Our innovative and growing company is hiring for a human resources supervisor. 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 supervisor

- Work tasks are likely to encompass concepts within multiple disciplines/practices which may include more than one department/location
- Primary contacts are typically internal and on a managerial, professional, supervisory, or co-worker level
- Work closely with the manager and human resources functional areas and other central offices and shared services to establish or revise human resources transaction processing as necessary
- Retirement Workshop, applicant interviews, facilities use,) for the purpose of meeting the needs of the department, District and employees
- Communicates with other employees, departments, administrators, applicants and the public for the purpose of providing information and assistance concerning employment, recruitment, transfers, personnel records, leaves
- Conducts, along with other HR Specialists, the certified employee orientation
- Coordinates the certified employment process
- Develops a wide variety of written materials
- Ensures effective and appropriate policies and procedures are followed
- Interprets a variety of written materials

Qualifications for human resources supervisor

- Knowledge of human resources administration
- Demonstrated ability to meet deadlines and manage multiple projects simultaneously
- Demonstrated leadership in developing a growing staff with 'team' orientation
- Ability to interpret and analyze processing outputs, recognize errors
- Demonstrated ability in the use of information system technology to improve operational processes