



Example of Human Resources Supervisor Job Description

Powered by www.VelvetJobs.com

Our company is growing rapidly and is searching for experienced candidates for the position of human resources supervisor. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for human resources supervisor

- Monitors a wide variety of personnel policies and programs regarding Certified employees
- Participates in meetings that involve a range of issues
- Presents information on a variety of topics
- Processes, files, and maintains documents, data, and materials
- Trains other Human Resource Agents and/or Specialists (certified)
- Compose correspondence for the HR Department, such as letters, contracts, Schedule all department and division heads for regular meetings with the GM
- Assist with and support staff events as appropriate, such as leadership meetings, executive retreat, service plus celebration
- Prepares Offer Letters and Recognition letters for Internal promotions and transfers
- Liaises with the Paymaster for the monthly changes in the Human Resource Information System
- Manage a work unit of primarily management/professional employees where some review of subordinate work is required training, developing and mentoring

Qualifications for human resources supervisor

- KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios
- Previous experience overseeing the recruitment
- Work with the Store Manager and Assistant Managers to develop hiring strategy to ensure staffing levels are maintained and to minimize hourly turnover
- Source, screen and interview applicants using the competency based interview guidelines found in hiring guide and through the group interview process
- Review and maintain Applicant tracking system