



Example of Human Resources Supervisor Job Description

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Our company is looking to fill the role of 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

- Supports all HR functions, benefits, recruiting, compliance, security, records management, corrective actions, HRIS, as needed and assigned
- Efficiently and effectively coordinate multiple tasks and/or projects simultaneously
- Recruits, interviews, and selects employees to fill salaried and hourly positions
- Oversees and administers compensation programs
- Post all job requisitions
- Supervise recruitment team and monitor established performance, attendance and department turnover goals versus actual results to assure department productivity is maintained and improved
- Ensure accurate maintenance of all associate records and files (e.g., interview documents, I-9's)
- Communicate to applicants receiving a job offer the necessary documentation required and complete new-hire documentation including I-9 forms
- Create and maintain new hire files and enter them into our system
- Create new associate personnel files

Qualifications for human resources supervisor

- Must be customer focused and results oriented with excellent verbal and written skills
- Accredited four (4) year degree or global equivalent in applicable field of study and seven (7) years of work-related experience or a combination of education and directly related experience equal to eleven (11) years if non-degreed
- Accredited four (4) year degree or global equivalent in HR, Psychology, Education, Business, or related field, with significant experience in Human Resources
- Advanced degree or global equivalent preferred
- Experience providing consultation to managers and HR staff about HR strategy and program implementation