



Example of Human Resources Supervisor Job Description

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Our company is looking for a human resources supervisor. 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 supervisor

- Assist with orientation of new associates
- Train new hires on Human Resources processes, programs, policies, information systems
- Administers bi-weekly payroll and ADP eTime for all Plant employees
- Administers various HR plans and procedures for all company personnel inclusive of policy development and implementation in adherence to handbook policies
- Maintains compliance with Federal, State, and Local regulations concerning employment and personnel matters (including but not limited to Worker's Comp, Unemployment, OSHA)
- Participates as a member of the safety team evaluating accident reports for accuracy and completeness including conducting investigations and interviewing witnesses and procurement of relevant documentation
- Collaborates with Corporate HR for benefits administration including claims resolution, change reporting, and communicating benefit information to employees
- Sets and maintains control records, employee files, job descriptions, as required for effective personnel administration, including but not limited to I-9's, applicant tracking data, and Affirmative Action Plan information
- Conducts recruitment efforts for all employee site openings, facilitates new hire orientation, and develops job postings
- Handles employee training, relations counseling, outplacement counseling

Qualifications for human resources supervisor

- Maintain and ensure continue improvement the organization's compensation and benefits strategy and program to meet the company objectives and market objective competitiveness
- Ensure legal compliance by monitoring and implementing applicable labour law requirements and other related and maintaining records
- Develop, Implement and Execute employee retention and reward management schemes
- Update and maintain salary structure to be competitive with market
- Maintain the work structure by updating job descriptions and related for all positions
- Maintain organization staff by establishing a recruiting and interviewing program