



Example of Human Resources Job Description

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Our innovative and growing company is looking for a human resources. 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

- Provide day-to-day support and perspective to Image headquarters HR on talent acquisition, general HR and special projects
- Provide support for HR communications
- Handle general HR related administrative duties for the Creative Services Division
- Act as first point of contact for general employee customer service needs such as common inquiries, form requests, policy interpretation and procedure clarification
- Manage the Personnel Action Notice and Staffing Requisition approval process
- Liaise with Payroll department as needed
- Complete verification of employment (VOE) requests
- Generate offer and status change letters
- Assist with employee onboarding
- Ensure all paperwork is accurate and complete before HRIS input

Qualifications for human resources

- Minimum of 2 years H.R
- Bachelor's Degree in Human Resources, business administration or the equivalent
- 10 years of Human Resources management experience in human resource

- Proven experience in Organizational Development
- Experience with Bay Area recruitment and retention practices