



Example of Human Resources Job Description

Powered by www.VelvetJobs.com

Our growing company is searching for experienced candidates for the position of human resources. 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

- Transferring calls to the appropriate employee providing key intake information to the employee
- Maintains current knowledge of HR practices and legal requirements related job knowledge by participating in educational opportunities
- Coordinate and on occasion facilitate employee meetings
- All aspects of the recruitment process (selection, job posting, interviewing, related administration)
- Strategic HR business projects (expansion in AME region and related project work)
- Compensation and benefits projects including
- Payroll related projects
- Work directly with business partners to identify talent management needs and opportunities
- Assist business in developing teams that will support a growing company
- Lead the design of the talent plan for each business group

Qualifications for human resources

- Excellent presentation, communication, interpersonal and organizational skills are required
- Proficiency with Microsoft office and HR/payroll systems such as PeopleSoft
- Projects a sensitive and professional image on behalf of the organization

- University degree or equivalent in Human Resource Management or any related discipline
- Regional and expatriate management experience is a must