



Example of Human Resources Job Description

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Our company is looking for a human resources. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for human resources

- Provides support in planning and recruiting for internship program – screens referrals, posts opportunities to colleges, brainstorms programming, schedules events
- Screens referrals for full-time jobs
- Provides administrative support – scans, files
- Works on ad hoc projects as needed
- Identify opportunities for increased effectiveness of current and diversity outreach recruiting programs
- Utilize HRIS and applicant tracking system (i.e., Ceridian and Jobvite)
- Assist with other HR-related tasks as assigned
- Investigating and protesting fraudulent unemployment claims by gathering separation background knowledge and paperwork
- Support strategy for diversity, recruiting and retention of hiring staff level employees
- Assistance with employee on-boarding and orientation

Qualifications for human resources

- Minimum of 2 years of experience working with Microsoft Excel, PowerPoint and Outlook
- Previous recruiting experience, including behavioral interviewing, reference checking, college recruiting
- Bring at least three years of direct experience in human resources
- Assists in implementing human resources programs by providing human

development, records management, safety and health, succession planning, employee relations and retention, AA/EEO compliance, and labor relations

- Well established experience in dealing with employee relations matters and providing management coaching , , delivering program specific training facilitation
- Must have strong time and project management skills, organizational skills and follow through on multiple projects / tasks of varying complexities, working both collaboratively, and independently