



# Example of People Job Description

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

## Responsibilities for people

- Support basic training and info share provision with regard to annual cycles, performance management, compliance training and ad hoc information sessions
- Work with others to support our growth and to deliver multiple services to with a range of needs especially to managers
- Assist with benefits including Open Enrollment, employee questions, interface with benefit providers and billing
- Conduct recruitment efforts, from sourcing to closing candidates (full-cycle recruiting)
- Instruct employees and managers in policy and procedures to maintain compliance
- Manage our HRIS and related systems
- Understand and be comfortable working in a rapidly changing work environment
- Assist with HR programs such as on-boarding, off-boarding, recruiting, engagement initiatives, policy interpretation/administration
- Manage sensitive information, handling it with discretion and confidentiality
- Work with immigration counsel, employees and managers to ensure timely visas for inbound and outbound US

## Qualifications for people

- First-level support for employees on all HR topics
- Experience using data to measure success of all talent initiatives

- Credible human resources business person who will be acknowledged as a trusted advisor and HR functional expert to managers
- Minimum 1 year administrative experience or relatable SWA experience
- Advanced database skills in enterprise class data environments including Access, Oracle, MySQL