



# Example of Representative HR Job Description

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

## Responsibilities for representative HR

- Perform HR administration transactions in respective applications as appropriate, within service level agreements with a high degree of accuracy and adherence to written procedures
- Perform monitoring procedures of on-boarding and off-boarding processes to maintain compliance, practices, and data integrity
- Educates employees on company practices and tools (e.g., intranet, ESS, MSS) to encourage employees to resolve questions on their own
- Refers complex cases requiring interpretation to appropriate escalation point, analysts, specialists, COE
- Sets up new hire records (for manual hires)
- Processes termination checklist
- Prepares annual enrollment communications for retiree and COBRA participants
- Where applicable, prepares limited annual enrollment communications for employees returning from LOA
- Where applicable (based on LOA policy), communicates and processes limited annual enrollment for employees returning from LOA
- Enters LOA requests/returns on behalf of employee, when necessary

## Qualifications for representative HR

- Fluency in Dutch, Italian or German
- Prior work experience in the HR field
- Bachelor's or equivalent in HR, Business Administration, Economics or

- Overall minimum of 3 years professional work experience within a commercial service delivery/customer service environment
- Fluent in 3 or more language(s) at least English and French and one other language (Italian and/or Spanish) both oral and written
- Experience in HR Systems and processes