



Example of Representative HR Job Description

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Our company is looking to fill the role of representative HR. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for representative HR

- Interface with payroll on all personnel matters as it relates to employees pay, garnishments, leave of absence, deductions
- Responds to daily employee inquiries
- Monitors and maintains various HR records, , employee evaluation forms, JCAHO requirements, license, degree and certification data, HR logs and files
- Follow-up of customer cases and escalations to management, other departments, and posts resolutions to case records
- Assist in the effective recruiting programs to provide staffing
- Monitor climate of the organization and keep management advised of potential problems
- Serves as an assistant to the primary Benefits contact for Health & Welfare Benefit Plans (active employee and retiree) related to inquiries and investigations, special assignments
- Assist on project team to outsource certain benefits from current Health & Welfare benefits structure
- Performs reconciliation activities and processing in support of Benefits Administration/Operations
- Records accounting data in prescribed manner, including accumulating/distributing data to be used in making

Qualifications for representative HR

- Respond quickly and appropriately to changes in requirements
- O-think on their feet, take initiative and be resourceful

- O-to keep confidential information confidential
- O-to prioritize and manage multiple projects and tasks to complete