



# Example of Representative HR Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our company is hiring for a representative HR. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for representative HR

- Leads the deployment of annual HR processes including salary planning, bonus planning, LTI, annual engagement survey and performance planning and development
- Manages FMLA/Disability for St
- Provides HR related data and reporting to leaders in order to promote data driven decision making and strategy development
- Assist associates with inquiries, concerns and needs
- Identify common trends in HR data and coach the business to improve overall operational excellence
- Complete Workday employee related transactions
- Audit source documents for accuracy and completion of data input
- Manage files and documents in accordance with policy
- Work with HR and payroll team to ensure all data is received and completed within service level agreement timeframes
- Generate, review, address issues and make any necessary changes in Workday

## Qualifications for representative HR

- Language proficiency in English (both writing and speaking)
- Familiar with different compensation and benefits practices good understanding of employment act, CPF Act and tax requirements in

- Strong hands-on experiences in payroll and process
- Self –motivated and have strong initiative to make things move and happen
- Strong command of English for communications