



Example of Representative HR Job Description

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Our innovative and growing company is searching for experienced candidates for the position of representative HR. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for representative HR

- Assists with discipline sessions and conducts separation meetings
- Responsible for AAP reporting for hourly and salary hiring
- Operate in a strict climate of confidentiality and discretion
- Continually seeks out process improvements supporting HR lean initiatives
- Coordinates Powertrain business unit HR reporting
- Conduct new hire orientation and assist with employee onboarding
- Point of Contact for HR filtering calls and supporting employees with day-to-day questions
- Support the Director of Human Resources in areas such as
- Partner with the Recruiting team on scheduling interviews & candidate travel, processing candidate expenses, , requesting pre-employment assessments & references
- Act as a Brand Ambassador to help source candidates through social media, , career and college events

Qualifications for representative HR

- Work as part of the NARM HR team to coordinate the mines technician recruitment and selection process and help continually improve the HR Department functions and process
- Provide training to all levels in the organization related to sexual harassment, diversity and other HR related subject matter
- Investigate and follow-up on employee complaints and concerns

- Assist supervisors and managers from all levels and departments to track employee advancement and salary re-classifications to involving the Performance Development Team
- Assist the NARM HR team with researching, developing, and maintaining relationships with key resources/contacts for recruitment and staffing activities