



# Example of Senior HR Specialist Job Description

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

## Responsibilities for senior HR specialist

- Lead and manage company's annual internship program
- Collaborate with internal teams including recruiting, alumni, hiring managers and campus teams to deliver a strategy to meet hiring targets
- Take a data driven approach to develop program strategies
- Leads the development and delivery of complex information across all business units globally, including, defining report requirements, performing data analysis and preparing reports for management presentations
- Administers the collection, consolidation and interpretation of data required to support key Human Resources processes, initiatives and improvement projects
- Develops ad hoc reports and completes analysis of complex global information from a variety of sources and writes management summaries
- Leads Human Resources reporting flows and information consolidation which allow predictive analysis for business results
- Conducts external and internal research and summarizes results for management review
- Leads the implementation of improvements to standard Human Resources reports
- Participates on global initiatives to improve the overall effectiveness of reporting and analysis of the Human Resources Function

## Qualifications for senior HR specialist

- Demonstrated influencing and relationship building skills with clients, partners, and people from various backgrounds and cultures
- Provides Oracle Business Intelligence expertise to the global implementation of HR Integrated Analytics and to the HRIS Operations Team
- Leads production support efforts by working with the HR organization and end-users to troubleshoot issues and discuss enhancement requests for existing reports and dashboards
- Supports business requirement gathering sessions for reporting and embedded analytics across all HR systems
- Translates business requirements into value added dashboards and reports that meet the needs of key stakeholders and senior leaders