



Example of Senior HR Specialist Job Description

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Our company is growing rapidly and is looking for a senior HR specialist. 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 senior HR specialist

- Provide support for HR M&A/divestiture, including but not limited to, research, consultation with stakeholders, maintain and enhance knowledge database and tools
- Plan and manage medium to large size internal and external events and campaigns to promote annual enrollment, healthy lifestyle initiatives, health screenings
- Support major change initiatives around HR Total Rewards through effective communications techniques
- May contribute as HR Specialist or on projects or practice networks as necessary
- Maintain awareness of legislative trends and requirements and support changes
- Ensure compliance with local labor law/statutory requirements
- Handles various inquiries regarding HR programs, including acting as a liaison between Employees or Agents and vendors or outside companies to resolve problems
- Screens paperwork for accuracy and completeness
- Responds to inquiries regarding HR programs
- Coordinates logistics for visitors , applicants, Agents, such as invitations, hotel accommodations, travel arrangements and agendas

Qualifications for senior HR specialist

- Holder of Bachelor's degree in Human Resources, Business Administration or related discipline with at least 5 years of hands-on HR experience
- Knowledge of labour legislation, HR policies and C&B topics
- Curious about new points of view, innovative ideas and different ways of handling situations
- Excellent interpersonal and communication skills to build working relationships and trust at various levels in the organizations
- Good understanding of his/her personal strengths and weaknesses with an open mind for feedback, driven by continuously growing, learning and improving himself/herself or others
- Excellent verbal and written English with an additional Asian language (Japanese / Korean / Mandarin is advantageous)