

Example of Specialist, HR Job Description

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Our company is growing rapidly and is looking to fill the role of specialist, HR. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for specialist, HR

- Responsible for follow-up tracking and reporting necessary to meet Regional deadlines
- May have influence on resolution of time management issues related to Human Resources projects
- Through effective communications, develops processes and timely reporting, to influence management and employees to work as effectively as possible on required Human Resources tasks, such as Talent Management, Performance Management, Compensation process
- Makes decisions related to simplifying and streamlining processes, reporting, and communication of major HR projects across the Region, including but not limited to Talent Management, Performance Management, Manager Tools changes, Salary tracking, * Standardizes Talent Discussion worksheets (setup and populated) to be presented by HR Business Partners at Regional Talent Management Meetings
- Serves as primary contact for HR Business Partners to ensure completion of the data within the Talent Management system
- Completes analyses for high-potential employees, repeat successors, or any inconsistencies in employee data that requires the attention of the HR Business Partner(s)
- As an expert applications user, provides technical support for proprietary HR applications such as, Talent and Performance management system for regional reporting and tracking, Microsoft 2007, Access databases
- Acts as liaison with HR Operations to modify Manager Tools tables for the

- Provides insight into user experience of HR systems and provides suggestions and requests for application improvements
- Creates and develops reporting from Essbase for HR Managers

Qualifications for specialist, HR

- Requires effective oral and written communication skills excellent interpersonal skills
- Minimum of 2 years of professional work experience required, preferably in the Human Resources field
- Very good English required
- German will be an advantage
- Ability to maintain confidentiality, integrity and professionalism
- Knowledge of Business Objects and Gelfond is a plus