



Example of Specialist, HR Job Description

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Our company is growing rapidly and is hiring for a specialist, HR. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for specialist, HR

- Monitoring the accuracy of HR records and coordinating corrections as required
- Managing training goals and monitoring training records for the business unit to ensure attendance at required courses
- Promoting manager and employee self-service of HR tools such as Workday
- Assisting in the tracking of goals and development plans for business units
- Conducting exit interviews and discussing findings with HR Business partner and business unit management
- You may also communicate and administer business unit reward and recognition programs
- Maintain confidentiality in all proprietary and confidential matter
- Provide exceptional customer service to managers and associates via telephone face-to-face and e-mail communication
- Coordinate and provide administration support in all aspects of recruiting functions, including screening of applicants, new employee processing, assessment and application management systems
- Coordinate and maintain a variety of recruitment programs including job postings, job boards and recruiting activities

Qualifications for specialist, HR

- College degree in Human resources or related area preferred

- Ability to collaborate, build relationships, and build credibility with cross-functional partners
- Ability to conceive and manage a project from start to finish
- Ability to leverage partners and co-workers to solve problems