



Example of Specialist, HR Job Description

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Our company is looking to fill the role of specialist, HR. 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 specialist, HR

- Maintains knowledge of all Tier 1 related questions in order to provide excellent customer service to employees while maintaining confidentiality
- Acts as the customer advocate for HR by representing the services in a positive manner
- Review and process all personnel transaction forms for employees using Workday
- Assist in semi-monthly, bi-weekly, and weekly payroll activities
- Assist in the onboarding of new employees in conjunction with Corporate Human Resources
- Ensure data quality and accuracy by running data audits and working with HR partners to correct the data
- Assists in the review, testing and implementation of Workday upgrades or patches
- Research and resolve Workday problems, unexpected results or process flaws
- Account reconciliation and Accruals
- Manage E-Verify and I9 issues

Qualifications for specialist, HR

- Coaching experience informing, guiding and advising managers and employees on HR related initiatives
- Must have experience in working for FMCG/Manufacturing organisations

- Monthly HR reports (overtime/attendance)
- Min Bachelor degree in Human Resources