



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

- Track 90-day probation/trial period process for regionalized departments
- Accurately processing iForms in a timely manner and in accordance with corporate processing deadlines
- Liaison between foreign national, Visa Services, sponsoring departments and other related entities
- Serving as department's Overseeing and coordinating visa process for international staff, faculty appointments, 27 postdocs and visiting scholars/observers
- Completing web forms, obtaining required documentation, reviewing all paperwork received, serving as a resource to answer routine and complex visa questions, using independent judgment to facilitate resolution of related problems and issues
- Checking for accuracy and compliance throughout the process behind departments and other Duke entities to ensure process meets regulatory guidelines
- Managing payroll activities, ensuring accurate and on time payment to all biweekly staff members
- Making appropriate adjustments using correct forms
- Managing and processing reduction in force plans, lay-offs, and calculating and coordinating severance pay and vacation pay out
- Compiling and preparing a variety of reports and analyses reflecting various personnel and/or payroll data as requested

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- Ensure separation documentation is processed in line with local legislation requirements
 - Ensure company complies with all Health and Safety regulations, including maintaining all relevant documentation
 - Provide HR support in different Projects and Initiatives
 - Develop and maintain strong relationships with all internal stakeholders
 - Provide day to day support of execution of all payroll related processes
 - Work in close collaboration with external provider of personnel administration and payroll services