



Example of Specialist, HR Job Description

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Our innovative and growing company is searching for experienced candidates for the position of specialist, HR. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for specialist, HR

- Works closely with Manager, HR Operations to minimize workers comp claims and ensure overall safety for the Credit Union
- Works with Ergonomics Specialist to coordinate work station assessments and order recommended equipment as needed
- Performs HR support services functions by answering employee requests and questions
- Owns data integrity for employee cycle including new hire information, compensation adjustments, job changes and terminations
- Conducts audits of payroll, benefits, employee changes or other HR programs
- Assists with the management of tuition reimbursement
- Arrange HR administration for Moscow Branch
- Provide HR reporting
- Ensure all HR processes are aligned with Russian Labor legislation
- Work in co-operation with Payroll, Labor Safety, Finance and other functions

Qualifications for specialist, HR

- You will be the main point of contact for all associates/new hires on a work visa to coordinate communication, paperwork and process with immigration lawyers
- You will also do some general administrative support as needed – filing, copies, signature routing

- BA, BS, HR or equivalent
- 2+ years in similar experience