



Example of Specialist Human Resources Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of specialist human resources. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for specialist human resources

- Schedules interviews for hiring teams and participates in interviews
- Leads consensus meetings
- Offers jobs to successful candidates
- Orders background checks and schedules drug/alcohol and/or physical screenings
- Ensures all required documentation is efficiently completed and processed (timely and accurately)
- Provide structure and support for the Mason hiring process for all potential University Police employees
- Partner with University Police hiring managers to determine basic requirements and qualifications of positions to develop job postings, candidate profiles and selection criteria
- Provide guidance and tools to managers throughout the search process, including how to conduct interviews and extend offers
- Source, recruit, screen and coordinate candidate interviews as needed
- Develop pipeline of diverse potential candidates for current and future openings

Qualifications for specialist human resources

- Ensure accurate and complete documentation is maintained concerning all phases of the recruitment process, including equal employment opportunity

- Interviews and participates in the recruitment and selection of exempt and nonexempt employees
- Oversees and supports execution of hourly talent acquisition process to ensure hourly recruitment goals are met
- Supports computer based learning applications to support organizational needs
- Takes ownership of work and ensures completed accuracy, efficiently, and on time
- Bachelor's degree in Business, Human Resource Management, or a related discipline degree program strongly preferred