



# Example of Specialist Human Resources Job Description

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Our growing company is looking for a 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

- Oversee maintenance and overall appearance and functionality of the Intranet
- Prepare offboarding information materials and schedule exit interviews with departing employees and their respective BP
- Assist Org Capability with scheduling and administration of training programs
- Play a role in the company wide orientation program (assemble materials, present at the one day session)
- Provide superior support to the Talent Acquisition team, hiring leaders, and applicants across all phases of interview and hiring process
- Responsible for supporting administration of benefit programs, primarily health and group insurance
- Develop a full and detailed understanding of human capital data available across WKH including familiarity with all the systems involved in maintaining that data
- Coordinate internal employee and manager training programs by preparing communications and materials, reserving space and coordinating logistics, tracking attendance, and following up with attendees to gather feedback and measure results
- Participate in cross functional initiatives and collaborate with shared service centers
- Manage time and company resources appropriately and prioritize activities by magnitude of impact on business performance

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- Superior understanding of HR policies and practices and employment laws
  - HRIS experience required - Workday experience preferred
  - Ability to identify and proactively question data inconsistencies
  - High level of professionalism, and a commitment to customer service and confidentiality
  - Manages intern program for Corporate Operations
  - Drives ideation and manages planning and communications of special employee programs