



# Example of Specialist Human Resources Job Description

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Our growing company 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

- Compensation – Monitor and approve applicable salary increases
- Hourly Recruitment/Selectin – Assists managers in conducting needs analysis
- HRIS Reporting – Compiles statistical reports for departments
- Prepare and verify dollar amounts and codes for various standard accounting entries
- Responsible for the on-boarding function of all candidates once final offer is accepted
- Prepare and maintain monthly reports including new hire, termination, employee lists, transfers, promotions
- Enter all personnel status changes including salary, department and shifts, job title, supervisor, new hires, terminations, into the current HRIS system and Lotus Notes Employee Change Notification database
- Coordinate the hourly review process
- Assist recruitment efforts by preparing job postings, maintaining the process and flow of the internal bid process, schedule and/or conduct phone screens, as necessary
- Determine whether the candidate meets minimum requirements, education, skills, eligibility, Coordinate travel for candidates when necessary

## Qualifications for specialist human resources

- A Bachelor's degree in Business Administration, Organizational Behavior,

- Minimum of 3 (three) years of Human Resource and Labor Relations experience at a Coordinator or Generalist level is required
- Candidate must possess excellent communication, organizational, training and negotiation skills
- Must have the ability to effectively interact with employees from senior management to the front-line
- Bachelor's Degree with a specialisation in HR
- Appropriate Human Resources qualification