



# Example of Specialist Human Resources Job Description

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Our innovative and growing company is searching for experienced candidates for the position of specialist human resources. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for specialist human resources

- General inquiries related to HR programs
- Facilitate notifications to staff for new hire coordination, setup and assemble new hire paperwork
- Process invoices for approval and payment to vendors
- Assist in Junior/Mid-Level recruiting
- Process time off request
- Assist in Preparation of staffing and other HR related reports
- Support Talent Acquisition efforts through recruitment coordination (Interview Scheduling, Offer Letter Support, and Onboarding)
- Schedule and facilitate Day One Orientation for new hires and collaborate with IT and Workplace Solutions to deliver an exceptional first day experience to new hires
- Process HR transactions in Workday
- Provide employment verification services to employees and coordinate unemployment claims administration with outsourced vendor

## Qualifications for specialist human resources

- University degree in Human Resources, Psychology, Organizational Development or related field

equivalent combination of training, education, and experience which demonstrates the ability to perform the duties of the position

- Proficiency in Taleo or similar software required
- Creating offer, transfer and/or promotional letters new hire packages and ensures all proper documentation is on file in a timely manner
- Working with representatives from other departments
- Ability to work with a high degree of discretion and tact in handling confidential matters