



Example of Specialist Human Resources Job Description

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Our company is growing rapidly and is looking for a specialist human resources. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for specialist human resources

- Communicates internal open positions and process with internal candidates
- Performs routine audits as requested
- Performs specialized or confidential administrative duties, including researching data and preparing reports as needed
- Prepares invoices for payment and tracks actual results versus budget
- Responsible for inputting and maintaining employee records
- Conducts and organizes new employee orientation
- Performs recruitment activities, coordinating job postings on Website, reviewing resumes, performing telephone interviews and maintains records
- Assists in working directly with middle and upper management on various programs
- Delivers presentations to employees
- Conduct exit interviews and process terminations in accordance with company policies and legal requirements

Qualifications for specialist human resources

- Experience in data and record management
- Experience in on boarding new hires, benefits, recruitment and understanding of Worker's Compensation
- Ability to read and interpret documents such as safety rules, operating and

- Ability to work with mathematical concepts, fractions, percentages, ratios, and proportions to practical standards
- Highly organized, excellent attention to details
- Knowledge in the areas of labor standards, data entry, worker's compensation reporting, OSHA reporting and Affirmative Action data integrity