



# Example of Supervisory Human Resources Specialist Job Description

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

## Responsibilities for supervisory human resources specialist

- Develop individual development plans for employees that enable them to satisfactorily complete assignments and foster career development
- Deliver presentations to management officials to convey information related to a variety of Employee Relations and Labor Relations issues/initiatives
- Represent the organization at briefings, meetings, or conferences regarding Employee Relations and Labor Relations inquiries/issues
- Perform the full range of Recruitment and Placement activities in support of management's goal to establish and maintain effective relationships and improve the performance and efficiency of the organization
- Handle the most difficult issues surrounding advice and assistance to employees and managers
- Provide authoritative advice, assistance, and guidance on recruitment and placement problems not susceptible to treatment by accepted methods
- Review newly issued regulations or directives to ascertain their impact on the recruitment and placement program

## Qualifications for supervisory human resources specialist

- May be subject to a one(1) year supervisory/manager probationary period
- All requirements must be met by the closing date
- Relocation expenses are authorized
- Other (Performance Appraisal)

