

Human Resources Specialist Job Description, October, 2022

Job Summary

The Human Resources Specialist will provide comprehensive HR related support to team members. This position will play a key role in the hiring process including recruiting, interviewing, development of employment offers, orientating new employees, and administering the job posting procedure. The HR Specialist helps equip staff to achieve the organization's mission. In addition, the HR Specialist will provide advice, assistance, and follow-up on company policies, procedures, documentation, employee relations, and recognition while working under the supervision of the Human Resources Director.

Essential Job Duties:

- Research and contribute to writing new organizational policies, provide training and oversight on policies and procedures.
- Assist with implementation of processes including onboarding, time and attendance, performance management, annual review of employee handbook, and review of existing policies to ensure compliance. Help develop, support, and review HR initiatives, procedures, and systems.
- Promote positive employee relations by handling requests for information from staff efficiently and accurately. Conduct new employee orientation both one-on-one and in group settings, ensuring employees receive relevant training and answers to questions. Assist with HR-related organizational communications.
- Guide supervisors through processes such as performance evaluations, goal-setting, disciplinary actions, and review of job descriptions. Ensure all job descriptions are up-to-date throughout recruitment cycle or organizational structure changes. Cultivate training and development programs.
- Review bi-monthly payroll processing. Track and administer leaves of absences in accordance with applicable laws and organizational policies and procedures.
- Maintain confidentiality to handle disciplinary and grievance issues and safeguard sensitive employee information and records.

Required Skills/Abilities:

- Working understanding of human resource principles, practices and procedures.
- Proficient with Microsoft Office Suite or related software.
- Excellent time management skills with a proven ability to meet deadlines.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Ability to function well in a high-paced and at times stressful environment.

Education and Experience:

- Bachelor's degree in human resources or related field and/or equivalent experience.
- At least two years related experience preferred.
- SHRM-CP credential a plus.