

JD For HR Specialist

Job Title: HR Specialist

Company: [Company Name]

Location: [City, State]

Job Description:

As an HR Specialist, you will be responsible for providing support to the HR department in a variety of areas including recruiting, onboarding, employee relations, and compliance. You will work closely with the HR team to ensure that all HR processes and procedures are followed and that company policies and regulations are upheld.

Key Responsibilities:

- Assist with recruiting efforts, including posting job openings, screening resumes, and scheduling interviews
- Support the onboarding process for new hires, including conducting orientations and processing new hire paperwork
- Assist with employee relations issues, including conducting investigations and providing guidance to managers and employees
- Maintain accurate and up-to-date HR records and files
- Assist with compliance efforts, including maintaining records of required trainings and ensuring compliance with federal and state laws
- Provide support and guidance to managers and employees on HR related topics
- Assist with the development and implementation of HR policies and procedures
- Technical Competency Requirements:
- Strong knowledge of HR practices and regulations
- Experience with recruiting, onboarding, employee relations, and compliance
- Familiarity with HR software and systems

Behavioral Competency Requirements:

- Strong problem-solving skills
- Excellent communication skills
- Proven ability to work well in a team environment
- Strong attention to detail and ability to meet deadlines
- Proven ability to learn new technology and concepts quickly



- Strong customer service skills

Qualifications:

- Bachelor's degree in Human Resources or related field
- 1-2 years of experience in HR
- PHR or SHRM-CP certification is a plus
- Experience with HR software and systems
- Strong understanding of HR practices and regulations