

# Human Resources Specialist Job Description Sample

## Job Title

Human Resources Specialist

## Job Summary

The Human Resources Specialist is responsible for supporting the HR department in all HR-related duties, including recruitment, onboarding, benefits administration, compliance, and employee relations. This role ensures HR functions operate smoothly and efficiently while providing a positive experience for both candidates and employees.

## Key Responsibilities

- Assist with recruitment processes including posting jobs, screening candidates, and scheduling interviews.
- Support onboarding and orientation of new hires.
- Maintain employee records and HR databases with accuracy and confidentiality.
- Administer employee benefits and assist employees with benefits-related inquiries.
- Ensure compliance with company policies, labor laws, and regulations.
- Assist with payroll preparation by providing relevant data and documentation.
- Coordinate training and development initiatives.
- Support employee engagement and wellness programs.
- Handle employee questions, concerns, and escalate complex issues as needed.
- Prepare HR reports and provide administrative support to the HR team.

## Qualifications

- Bachelorâ€™s degree in Human Resources, Business Administration, or related field preferred.
- Proven experience as an HR coordinator or relevant human resources/administrative position.
- Knowledge of labor legislation and HR practices.
- Excellent communication and interpersonal skills.
- Strong organizational skills and attention to detail.
- Proficient with MS Office and HRIS systems.

## Work Environment

This role is typically performed in an office setting with standard office hours. Occasional overtime may be required.

## Reports To

Human Resources Manager