	Human Resource Specialist Job Description		Document Number: JD-SS-05.03
	Department: Shared Services	Effective Date: April 11, 2016	Revision No 0

I Reason for Existence


The Human Resource Specialist is responsible for providing support in the various human resource functions, which include recruitment, staffing, training and development, performance monitoring and employee counseling.

II Duties and Responsibilities

1. Implement human resources programs by providing human resources services, including talent acquisition, staffing, employment processing, compensation, health and welfare benefits, training and development, records management, safety and health, succession planning, employee relations and retention, and labor relations; completing personnel transactions.
2. Conduct new employee orientations to ensure employees gain an understanding of benefits.
3. Write, revise, edit and proofread company policies and procedures and related documents as needed.
4. Develop human resources solutions by collecting and analyzing information; recommending courses of action.
5. Improve manager and employee performance by identifying and clarifying problems; evaluating potential solutions; implementing selected solution; coaching and counseling managers and employees.
6. Complete special projects by clarifying project objective; setting timetables and schedules; conducting research; developing and organizing information; fulfilling transactions.

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7. Assist with development/implementation of performance evaluation and rewards systems. Participates in surveys to ensure pay scale complies with changing laws and regulations and meets organizations objectives.
8. Assist in benchmarking positions against market to ensure competitive compensation.
9. Manage client expectations by communicating project status and issues; resolving concerns; analyzing time and cost issues; preparing reports.
10. Prepare reports by collecting, analyzing, and summarizing data and trends.
11. Protect organization's value by keeping information confidential.
12. Comply with government and local legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions.
13. Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations
14. Perform any other function as assigned by his/her immediate leader.

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III Minimum Qualifications

1. Graduate of Bachelor's degree or equivalent in Human Resources.
2. With at least 2years experience in related field
3. Proficient in both oral and written communication
4. Computer literate, knowledgeable in MS Office tools
5. Strong interpersonal skills both oral and written
6. Proficient in problem solving and multi-tasking.
7. Considerable knowledge of principles and practices of personnel administration

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