JOB DESCRIPTION

| **TITLE** | HUMAN RESOURCES SPECIALIST | | |
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| **Reports To** | [Insert Title] | | |

**Job Purpose**

The Human Resources Specialist is responsible for executing a variety of HR functions including recruitment, employee relations, compliance with health and safety standards, and payroll support. This role ensures efficient HR operations that are in alignment with organizational policies and supports the overall strategic objectives of the company.

The successful candidate will oversee full-cycle recruitment, administer employee benefits, manage training programs, and act as a primary contact for HR-related inquiries, ensuring legal compliance and promoting a positive workplace environment.

**Duties and Responsibilities**

Overall Responsibilities:

* Manage full-cycle recruitment including job postings, interviews, and onboarding.
* Conduct workplace inspections and ensure compliance with health and safety regulations.
* Provide new hire orientations and support ongoing employee training.
* Assist with payroll processing, including time sheet management and employee updates.
* Handle employee relations issues, including investigations and disciplinary actions.
* Serve as the primary contact for employee benefits and health insurance.
* Update HR policies and procedures to ensure compliance.
* Create and maintain accurate employee records and reports.
* Perform additional duties as directed.

**Key Qualifications**

* Bachelor’s degree in Human Resources or related field.
* Minimum of X years’ experience in a Human Resources role.
* Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint).
* Experience with recruitment, payroll, and employee relations.

**Core Competencies**

* Strong organizational and multitasking abilities.
* Excellent communication and interpersonal skills.
* Attention to detail and problem-solving.
* Knowledge of employment laws and regulations.
* Ability to handle confidential information with discretion.

**Working Conditions**

* Full-time, office-based role with minimal travel required.
* Regular work schedule is [insert hours, e.g., Monday to Friday, 10-hour shifts]
* Primarily sedentary (office work) with limited physical demands.
* May require overtime and working on weekends.