



## Human Resources Specialist

### Job Scope

A human resources specialist plays a crucial role in managing various aspects of the employee lifecycle within an organization. Their primary responsibility is to support the HR department in recruiting, hiring, training, and retaining employees.

### Responsibilities

- Develop and implement an effective onboarding process for new hires.  
Prepare necessary paperwork and ensure completion of new employee documentation.  
Conduct orientation sessions to familiarize new employees with company policies, procedures, and culture.  
Coordinate exit interviews and process paperwork for departing employees.  
Update and maintain employee records and HR information systems.  
Act as a point of contact for employees, addressing their queries and concerns.  
Assist in resolving conflicts or issues within the workplace.  
Conduct investigations into employee complaints or disciplinary matters as required.  
Monitor employee morale and engagement and recommend improvement initiatives.  
Identify training needs and coordinate employee training programs.  
Assist in designing and delivering training sessions or workshops.  
Support employee development initiatives, such as performance management and career planning  
Maintain HR files and records, ensuring accuracy and confidentiality.  
Prepare and update HR policies, procedures, and employee handbooks.  
Administer employee benefits programs, such as health insurance and retirement plans.  
Assist in the implementation of HR projects and initiatives.  
Stay updated on HR trends, best practices, and legal requirements.  
Compile HR metrics and data to generate reports on key HR indicators.  
Analyze data to identify trends and provide insights for management decision-making.  
Prepare reports for management and regulatory compliance.  
Ensure compliance with labor laws, regulations, and company policies.  
Assist in maintaining affirmative action plans, equal employment opportunity compliance, and other regulatory requirements.

### Requirements

- A Bachelor's degree in Human Resources, Business Administration, or a related field is preferred. 3 years of Experience in HR is required.  
In-depth knowledge of HR best practices, employment laws, and regulations.

As an EEO/Affirmative Action Employer all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status.



- Strong interpersonal and communication skills.
- Ability to maintain confidentiality and handle sensitive information.
- Excellent organizational and time management skills.
- Proficiency in HRIS (Human Resources Information System) software.
- Familiarity with recruitment platforms and applicant tracking systems.
- Detail-oriented and capable of multitasking in a fast-paced environment.
- Proven work experience as an HR specialist or similar role.

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