

HUMAN RESOURCES

Job Type: Full-Time Employment

Summary Overview: Human Resource is the personnel of a business or organization, especially when regarded as a significant asset. It is the department of a business or organization that deals with the hiring, administration, and training of personnel.

Essential Functions:

- Plan, coordinate, and direct the administrative functions of an organization
- Talent management
- Compensation and employee benefits
- Training and development
- Compliance
- Workplace safety

Education:

Bachelor's degree in Human Resources, Business, Communications or Psychology. Master's degree in Human Resources, Labor Relations, or Business Administration.

Day-to-Day Responsibilities:

- Hiring and interviewing staff
- Administering pay, benefits, and leave
- Creating/Enforcing company policies and practices
- Running payroll
- Writing job descriptions

Skills:

- Communication skills: strong speaking, writing, and listening skills to give presentations and direct their staff
- Decision-making skills: be able to balance the strengths and weaknesses of different options and decide the best course of action
- Interpersonal skills: regularly interact with people, such as to collaborate on teams, and must develop working relationships with their colleagues
- Leadership skills: coordinate work activities and ensure that staff complete the duties and responsibilities of their department
- Organizational skills: be able to prioritize tasks and manage several projects at once