

## **Human Resource Specialist**

Written by Administrator  
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### **Human Resource Specialist**

Human Resource Specialists provide advice to Heads of Department and individual employees based on the requirements of employment law and of the Company's policies and procedures.

#### **What Do Human Resource Specialists Do?**

- Provide expertise on resource issues, selection methods and HR planning to respond to sites needs
- Assist in the administration of the Company Employee Family Assistance Program (EFAP) program by interviewing employees and completing documentation required and follow-up
- Resource person in matters of discipline, suspension and follow-up of probationary employees
- Conduct selection interviews, acting as the point of contact to external candidates and co-ordinating the recruitment process
- Administer employee group benefit plans
- Provide orientation and consultation to employees
- Maintain the human resources records to ensure that they are current and accurate
- Collect, record, monitor and report on information regarding absence, sickness, holidays, etc.
- Assist with site tours for visitors, conduct briefings

#### **Where do Human Resource Specialists work?**



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