



HR EMPLOYMENT OPPORTUNITIES

Human Resources Coordinator

Hiring, recruiting, corporate training and development, maintaining employee records are the basic functions a HR coordinator. He coordinates the work of the employees and supervises company policies and procedures. Being a part of the recruiting committee, he undertakes the responsibility of assessing and interviewing candidates.

Developing and planning strategies of recruitment, creative incentivisation are few of his main roles. Training new employees according to the needs of the organization and keeping a check of the performance appraisal falls under the purview of the human resource coordinator. All in all, he maintains a data base for tracking the supervisory actions undertaken by him. Expertise, experience, educational qualification and skills decide the amount of salary provided to a HR coordinator.

Human Resources Recruiter

A Bachelors degree with minimum 2 years experience is the general requirement of this position. A certification in professional Human Resources is given higher preference. The skills for performing well in this position are wide: ability of performing in both teams and individually, working with conviction to manage employees around, Excellency in organizational and public relations, computer kills, oratorical and communication skills, creative ability in offering packages to recruits, etc.

While in this position, one has to always be on the lookout for recruiting the best. This requires creating a database of suitable candidates from websites, newspapers and various other modes of contact. A HR recruiter should keep in mind providing the necessary details of job description in the company website in a creative way to create an edge over other companies. He ultimately stands as the reason for the successful work delegation of the company.

Human Resources Manager

A HR manager oversees the human resources department staff and handles all issues involving employee complaints or problems that cannot be dealt by other staff. He can be considered as the bridge between the upper echelons of and organization and the employee unions. Conflict resolution is the most important function of a HR manager along with periodic evaluations of employees. Though the functions of a HR coordinator and HR manager are overlapping, they are distinct in the sense that a coordinator is generally above a manager. This depends on the departmental variables of respective companies.

Human Resources Assistants

Day to day operations of human resources functions and duties fall under the responsibilities of human resources assistants. The main functions of HR assistants are attaining goals in a performance oriented manner to ensure the standards of quality of the company. He coordinates the functions in a regulated manner to maintain the smooth and efficient work of different departments. Employee service and assistance are their primary considerations.

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