



# Human Resources

7 job description templates for HR  
roles

# Human Resources Roles

## Job description templates

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## Recruiter

### Job description

We are looking for a highly motivated Recruiter. You will be the first layer in our quest to find the best and brightest workers.

- Develop recruitment goals and objectives (e.g. the number of sourced candidates, resumes viewed per week).
- Search resume databases for the most fit candidates.
- Communicate with Hiring Managers to determine the effectiveness of recruiting plans and implementation.
- Draft and proofread job descriptions.
- Research and recommend new sources for active and passive candidate recruiting.
- Build networks to find qualified active and passive candidates.
- Post openings to job boards and other position appropriate channels.
- Review applicants to evaluate if they meet the position requirements.
- Submit resumes of qualified applicants to the Hiring Manager.
- Interview candidates with the appropriate methods and framework.
- Prepare a report on a weekly basis for the tasks completed or in progress.

### Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

### Job requirements

- Ability to learn about the position requirements for different industries.
- Ability to scan large volumes of resumes.
- A proven track recording of working on full recruitment cycles.
- In-depth knowledge of different kinds of interviews and selection processes.
- Familiarity with Applicant Tracking Systems (ATS) and candidate databases.
- Excellent verbal and written communication in [X] language.
- [X] degree in Business Administration or relevant fields.

## Executive Recruiter

### Job description

We are looking for an experienced Executive Recruiter. You will help source candidates with great potentials and process them to successful placements.

- Maintain excellent relationships with employers to assist them in finding the best employees for their businesses.
- Communicate daily with businesses to understand their needs and advise them about requirements.
- Create candidates personas, compose job descriptions, scout and document candidates accordingly.
- Overlook a team of recruitment consultants.
- Respond to and manage job inquiries. Assess candidates' background information, objectives, and personality.
- Interview candidates and report the results and short lists to the Hiring Manager.
- Network frequently to promote the agency and source candidates.
- Recommend improvements to the recruitment strategy.
- Identify new clients for agency expansion while managing current clients.

### Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

### Job requirements

- [X] years of recruitment experience.
- Superb sales and management skills.
- Hands-on experience with creating effective recruitment strategies.
- Familiarity with Applicant Tracking System (ATS) and applicable candidate databases.
- Experience in sourcing candidates is a plus.
- Excellent verbal and written communication in [X] language.
- [X] degree in Human Resources or relevant fields.

## Human Resource Assistant

### Job description

We are looking for a capable Human Resource Assistant (HR Assistant). You will help assist the onboarding and orientation of new employees within the organization.

- Support the daily operations of HR.
- Use HR databases to review and input new hires' information.
- Track employee progress within the onboarding program (e.g. objectives completed in the first month).
- Schedule meetings between new hires and supervisors, project managers to provide formal introductions.
- Conduct orientation trainings to inform new hires about company policies and procedures.
- Handle employees' queries about HR regulations and benefits.
- Assist with payroll processes.

### Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

### Job requirements

- A proven track recording of executing HR-related tasks.
- Strong desire to pursue Professional in Human Resource (PHR) or other related certification.
- Knowledge of State Human Resource law, labor law, and processes.
- Great command of MS Office, HRIS, or HRMS.
- Excellent verbal and written communication in [X] language.
- [X] degree in Human Resources or relevant fields.

## Human Resource Director

### Job description

We are looking for an experienced Human Resource Director (HR Director). You will develop our HR strategies to ensure all HR operations are in order and efficient.

- Develop strategic selection processes for different types of positions in different locations.
- Develop plans for all HR aspects like benefits, payroll, health and safety.
- Facilitate and monitor the implementation of standardized human resource processes.
- Adhere to all internal policies and legal standards.
- Update antiquated systems (e.g. paper-based timesheets, grievance procedures).
- Defend the organization from inquiries by Unions and Lawyers.
- Design competency based compensation systems.
- Work with technical team to design, integrate and implement human resource software systems for better efficiency.
- Recommend new and improved measures for performance evaluations.
- Communicate with the senior management team to justify system changes.

### Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

### Job requirements

- In-depth knowledge about local and international Human Resource Processes, employment legislation, and legal regulations.
- Solid knowledge of all aspects of HR management.
- Excellent leadership and communication skills.
- Senior Professional in Human Resources Certification (SPHR) is a plus.
- [X] year(s) experience working as a HR Director.
- [X] degree in Human Resources, Business Administration, or related fields.

## Human Resource Manager

### Job description

We are looking for a professional Human Resource Manager (HR Manager). You will manage all our HR processes and practices, including recruiting, training and onboarding, benefits and retention.

- Implement and monitor our HR strategies and procedures.
- Manage the recruiting and hiring process.
- Review payroll submissions from each department.
- Mediate employee supervisor disagreements.
- Uphold human resource processes.
- Facilitate the employee grievance process.
- Use HR systems to update employee information (e.g. leave time, sick time available).
- Facilitate the Employee Assistant Program (EAP), and help employees find other resources.
- Train employees about the common HR issues/topics.
- Document HR metrics and report to senior management to support strategic decisions.

### Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

### Job requirements

- A proven track record of managing human resources at SMBs/corporate level.
- Strong knowledge of HR metrics, systems, and databases.
- Up-to-date knowledge of labor law and regulations.
- [X] year(s) of experience in HR management.
- Excellent verbal and written communication in [X] language.
- [X] degree in Human Resources or relevant fields.

## Benefits Administrator

### Job description

We are looking for a thorough Benefits Administrator. As the heart of Human Resources Team, you will administer employees rewards and benefits to increase employee satisfaction.

- Assess the needs of employees and develop plans to improve performance.
- Recommend compensation packages that provide the most value and stay in line with the company's goals and culture.
- Implement multiple components of benefits programs.
- Manage the negotiation and renewal of benefits plans.
- Analyze benefits cost data to identify cost savings, trends, and best practices.
- Handle the collection, transfer, and security of benefits data.
- Ensure compliance with local, state, and federal Employee Healthcare guidelines.
- Carry out administrative procedures required to maintain benefits.
- Determine long and short-term goals for the benefits administration team.
- Evaluate the effectiveness of internally controlled processes.

### Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

### Job requirements

- Good command of software/database (e.g. Microsoft Word, Excel, Access, HRIS, etc.) to complete administrative procedures.
- Ability to analyze large volumes of data.
- HIPAA and other relevant certifications.
- Knowledge of HR practices, compliance, health, and employee regulations.
- A proven track record of working as a benefits administrator or related roles.
- Excellent verbal and written communication in [X] language.
- [X] degree in Human Resources or equivalent.



## Recruitment Manager

### Job description

We are looking for a creative Recruitment Manager. You have a strong work ethic and use an enthusiastic approach to find qualified candidates for companies.

- Develop and implement recruitment strategies, tactics, funnels, and procedures.
- Communicate recruitment goals and objectives with recruiters.
- Train recruiters to perform resume searches on external databases (e.g., Monster, Careerbuilder).
- Maintain the internal candidate database (e.g. updating contact information, candidates' geographical locations, and availability for new work).
- Communicate with the team to determine the effectiveness of recruitment plans.
- Research and recommend new sources for the recruitment of active and passive candidates.
- Build networks to find qualified candidates.
- Review applicants to evaluate their qualifications and whether they meet the position requirements.
- Prepare weekly reports for clients to show tasks in progress, the number candidates searched, and the number of qualified candidates found.
- Proof read job descriptions and other related materials.

### Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

### Job requirements

- Excellent organizational skills and attention to detail.
- A proven track record of managing recruiters for multiple clients.
- Strong knowledge of recruitment practices, metrics, and guidelines.
- Excellent leadership and project management skills.
- Excellent verbal and written communication in [X] language.
- [X] degree in Human Resources or relevant fields



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