

Jobs For Girly Pop

Okay so over the past few days or so I have been researching into jobs for you and what could be available to you and I have put everything into this document. I will include different types of jobs, companies, and salaries for HR roles and some Pre-school/younger education jobs. To start I want to just list the type of jobs I have looked into and what would be best to apply for when you're ready.

Human Resources Jobs:

- **Employment Specialist:** Use their expertise to match people to specific jobs. They often work within a human resources department or for an employment agency. Employment specialists have in-depth knowledge about a company's job descriptions, hiring processes, salaries and benefits packages.
- **Human Resources Assistant:** Involves assisting HR directors and managers with administrative tasks. HR assistants document absences, terminations, performance reports, grievances and compensation information related to employees.
- **Human Resources Coordinator:** Helps facilitate HR programs and functions under the direction of the HR director or manager. Their tasks include scheduling orientations, addressing employee concerns and coordinating employee training and development.
- **Human Resources Specialist:** Involves recruiting and placing employees. This entails screening, recruiting, interviewing and placing workers into relevant employment opportunities. They are typically employed by private companies and government agencies where they work in-house, though they sometimes travel to job fairs and college campuses to meet applicants in person.
- **Human Resources Generalist:** Perform many administrative tasks that keep the human resources department running smoothly. They are responsible for managing the daily operations of the department concerning policies, procedures and programs.

Out of all of the above jobs if they do not interest you there are the HR manager positions which are but not limited to **Human Resources Manager, Employee Relations Manager, Director of Employee Experience, and Director of Human Resources.**

Skills All of These Jobs Require:

- Interpersonal
- Leadership
- Decision-making
- Organization
- Public speaking
- Communication skills
- Teamwork

I think that you have all of these and have great examples of them through school jobs, internships, and just group projects. Make sure these appear somewhere in your resume whether its in work experience, career summary, or skills.

Here is an example of how you could use them for an HR position within your resume

- Strong interpersonal skills, with the ability to build relationships and work effectively with people from diverse backgrounds
- Demonstrated leadership experience, including the ability to motivate and manage teams
- Proven decision-making skills, able to analyze information and make sound judgments in a timely manner
- Highly organized and detail-oriented, able to manage multiple tasks and priorities efficiently
- Experienced public speaker, with the ability to deliver presentations to large groups
- Exceptional communication skills, both written and verbal
- Strong teamwork skills, with a track record of successful collaboration in team environments

HR Job Postings for You to Look At that I think you're qualified for:

You can click the company name for info about the company and Job Posting to see the posting

- HR Coordinator at [Inside New York](#): [Job Posting](#)
- HR Specialist at [The City University of New York](#) : [Job Posting](#)
- Benefits Analysis at [Lockton, INC](#): [Job Posting](#)
- HR Assistant at [LHH Recruitment Solutions](#): [Job Posting](#)

These are only a few and can give you an idea on what to expect from these companies with job expectations and pay ranges.