

## HR SPECIALIST

In RAD Holdings we are looking for HR Specialist for overseeing personnel and daily operations of the human resources department. HR duties include managing the hiring and onboarding procedures for other company employees and coordinating with members of their department to provide support to company employees regarding personal and professional incidents.

### CORE RESPONSIBILITIES:

- Ensuring employees follow all policies and procedures.
- Assessing reports provided by the HR team, team leaders and operations managers to determine employee performance and training needs.
- Suggesting changes in policies and procedures based on employee and company needs.
- Researching compensation standards set by industry and governing bodies in order to create salary structures and administer employee benefits.
- Creating recruitment plans, interview schedules and evaluation standards in accordance with HR methodologies and labor laws.
- Supervising all HR activities, communications, reports, requests and documents created and received by the team.
- Attending interdepartmental meetings with other managers.
- Overseeing exit interviews and procedures.

### KEY SKILLS:

- Strong computer skills and experience with office management and communication software
- Ability to understand statistical data and mathematical concepts and how to apply them to HR processes
- Excellent leadership, training and developmental skills
- Strong decision-making skills
- Exceptional verbal and written communication skills
- Expert in labor laws set by governing authorities and organizations
- Ability to comprehend complex language, theories and methodologies
- Time management and organizational skills

**Seniority Level:** Senior Emp

**Industry Experience:** +4 years