

HR Specialist

Job Title: HR Specialist

Location: New York, NY

Company: Global Enterprises

Job Description: Global Enterprises is seeking an experienced HR Specialist to join our human resources team. The ideal candidate will handle various HR functions, including recruitment, employee relations, and performance management. You will play a key role in ensuring a positive and productive work environment.

Responsibilities:

- Manage the full recruitment cycle, from job posting to onboarding.
- Develop and implement HR policies and procedures.
- Handle employee relations issues and provide support to staff.
- Conduct performance appraisals and provide feedback to employees.
- Maintain employee records and ensure compliance with labor laws.
- Assist in organizing training and development programs.

Requirements:

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- At least 3 years of experience in an HR role.
- Strong knowledge of HR practices and labor laws.
- Excellent interpersonal and communication skills.
- Strong organizational and multitasking abilities.

Preferred Qualifications:

- HR certification (SHRM-CP, PHR).
- Experience with HR software and systems (Workday, ADP).
- Knowledge of employee benefits and compensation management.