Human Resources Duties and Responsibilities

- Recruit and interview potential applicants on experience, skills, and education
- Updates job requirements when needed
- Contacts applicants' references and performs background checks required by the company
- Organizes and manages new employee orientation, on-boarding, and training programs
- Explains and provides information on employee benefits, programs, and education
- Advise on benefits needs or evaluate benefit contract bids
- Covers all legal compliance for human resource federal and state requirements
- Maintains employee records and paperwork
- Represents employer in the community and recruiting events
- Answers employee questions and addresses employee concerns with the company; including employee safety, welfare, wellness and health
- Sometimes manages committees on wellness, training, health, and safety, culture, and communications

