

Job Title: Content Writer – HR Shared Services

Location: [Remote / On-site / Hybrid – customize as needed]

Department: Human Resources / HR Communications

Employment Type: Full-Time / Contract / Freelance

Experience: 2–5 Years

Industry: Shared Services / HR / Corporate Communications

Role Overview:

We are looking for a detail-oriented and creative **Content Writer (HR Specialist)** to support the **HR Shared Services** function by creating accurate, engaging, and process-aligned content. This includes employee communication templates, policy documents, SOPs, training materials, knowledge base articles, and internal newsletters.

This role requires a strong command of language, process understanding, and an ability to translate complex HR information into easy-to-understand and professional documentation.

Key Responsibilities:

- Create and update **HR policies, SOPs, FAQs, and internal knowledge base content**.
 - Draft **email templates, HR letters**, onboarding content, and exit documents.
 - Write clear, concise, and error-free content for **employee portals, HRMS systems**, and internal helpdesks.
 - Collaborate with HR operations, compliance, L&D, and communication teams to create uniform documentation.
 - Prepare **training decks, internal communications, and newsletters** aligned with HR initiatives.
 - Ensure tone, structure, and content consistency across all HR documentation.
 - Review and optimize existing content for clarity, compliance, and engagement.
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Required Skills & Qualifications:

- Bachelor's or Master's degree in English, Mass Communication, HR, or related field.
- 2–5 years of experience in **HR content writing, corporate communications**, or technical writing.
- Prior experience in **HR Shared Services, consulting, or knowledge process documentation** is a strong advantage.
- Strong command over grammar, structure, and tone for corporate content.
- Proficiency in tools like **MS Word, PowerPoint, Google Docs**, and basic HTML (optional).

- Ability to work with HR teams to understand complex processes and convert them into user-friendly documents.
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Preferred Traits:

- High attention to detail and strong proofreading ability
 - Self-driven, with excellent project and time management skills
 - A good listener with the ability to grasp HR terminology and compliance standards
 - Comfortable working in a structured, process-oriented environment
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Perks & Benefits:

- Work from anywhere flexibility (if remote)
- Exposure to global HR documentation standards
- Collaborate with cross-functional teams (HR Ops, Legal, L&D)
- Learning opportunities in HR tech and communication strategy
- **How to Apply:**
- Interested candidates can share their updated resume or LinkedIn profile at hr@peoplesolutions.in or WhatsApp at (+91) 9870390651
Subject Line: *Application for* **Content Writer**