

Job Title: HR Specialist – HR Shared Services**Location:** Hybrid/Remote/On Site**Department:** Human Resources**Industry:** Shared Services / Corporate HR / BPO / ITES**Experience Level:** 2–5 Years**Employment Type:** Full-Time

Role Summary:

We are seeking a highly organized and detail-oriented **HR Specialist** to join our **HR Shared Services team**. The ideal candidate will be responsible for delivering core HR operational support across various functions, ensuring smooth, consistent, and timely service to internal stakeholders. This role requires a strong grasp of HR processes, data handling, and employee support within a shared services model.

Key Responsibilities:

- Manage **employee lifecycle activities** including onboarding, letters & documentation, HRIS updates, transfers, and separations.
- Provide **first-level support** to employees for HR-related queries via email, chat, or helpdesk.
- Ensure **accurate data entry and maintenance** of employee records in HR systems.
- Generate **HR reports** (attrition, headcount, exit analytics, etc.) and support audits and compliance tasks.
- Collaborate with payroll, compliance, and finance teams for cross-functional workflows.
- Ensure **adherence to SLAs, SOPs, and internal quality standards**.
- Support internal HR projects related to automation, process improvement, and compliance.

Required Skills & Qualifications:

- Bachelor's or Master's degree in Human Resources, Business Administration, or related field.
 - 2–5 years of relevant experience in an **HR Shared Services** or **HR Operations** role.
 - Familiarity with HRMS tools (SAP SuccessFactors, Workday, Oracle HCM, etc.).
 - Strong understanding of HR processes (onboarding, exits, employee letters, etc.).
 - Excellent communication skills – written and verbal.
 - Detail-oriented with strong **Excel and data-handling skills**.
 - Exposure to **ticketing systems or service desk operations** is an added advantage.
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Key Traits:

- Process-driven and organized
 - High sense of confidentiality and data privacy
 - Ability to multitask and meet deadlines
 - Customer-focused mindset
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Perks & Benefits:

- Opportunity to work with a global HR team
- Cross-functional learning across all HR verticals
- Flexible work culture (if applicable)

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 Freelance HR Recruiter*