



The Lowdown on Human Resource Jobs

Interestingly, human resource (or HR) departments are increasingly becoming the go-to places for job searches – both to find a job and to get a job. Whether online or in the real world, HR departments have become much more prevalent in the job-search limelight than ever before.



These departments were initially just a way for manager to essentially 'outsource' their hiring process while keeping it within the company setting. Now HR departments play a much more key role in both the hiring and letting go of employees, managing

employee benefits and motivation, coordinating with other HR departments and, finally, keeping employees in roles best suited to their abilities and requirements.

For all these positions there are openings at various times in any given HR department and it is a good idea to keep an eye out for a post that suits you best. For instance, if you have managerial skills and like the idea of helping employees fit into work slots best suited to them, then the job of HR Manager is what you are after. Of course there are a lot of other responsibilities that go with this position, or any other position, but the idea is to look at the main job requirements and shoot in your resume based on those.

The HR department is normally a fully-fledged department like any other in a company and has need for various people such as human resource assistants, managers, administrators, consultants, advisors, directors and so on. A quick search on most websites, forums and networking sites online should reveal plenty of information about job openings for various positions.

An HR recruiter is most likely to find your resume and recommend you to a certain area within the department or even within the organization. It is the job of this person to make sure that the right person is doing the right job and is hence motivated and productive. It is perhaps the keystone position of the HR department and a great deal of responsibility rests with the recruiter. If you are looking for the job of HR recruiter you need to market yourself directly to the director of a company that does not already have one, or has

one that you are sure you can outperform.

As for other posts such as personnel handling, accounts (including retirement and employee benefits programs) and the like, for which you need area specific training, these are openly advertised online and may be found via a comprehensive search. Personnel handling is the core team of a human resource department. These people handle internal employee relations; are the first place employees with any sort of grievances go to and, finally, manage team performance in conjunction with the team leader for a project. Ideally if you have a company in mind that you would like to work at as HR personnel then you should go and meet the HR department face to face. There is nothing like an actual presence to drive home the qualification.

There are some posts that are internally taken care of and are not advertised at all, such as that of HR trainer. This normally happens when a highly-rated employee is given the task of training their replacement either because the employee has been promoted or has found different work. This can also happen within the HR department itself and you may find yourself as a trainee for a specific post, such as that of HR accounts.

Human resource jobs, whether as manager or as assistant, may not always be easy to find but a comprehensive search online as well as in classifieds and specific company websites and HR departments should reveal a fair number of attractive openings. Plenty of times there are openings in a human resource department that are not advertised, as mentioned above, and there is another, more effective, way to get a whiff of these.

It is something very similar to human resourcing itself and is possibly one of the most successful methods of actually getting the job you want. Networking – something that does not come naturally to many people but can easily be cultivated



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as a skill. Utilizing your networks, social and professional – which can include family, friends, past teachers and mentors, co-workers and colleagues and acquaintances from social events and organizations – is the best way to sniff out likely job openings in an HR department that are not necessarily openly advertised.

Perhaps Person A tells you that Person C, whom she’s known since high school, told her that Person D is thinking about

joining another company. This means that the post Person D filled at the company you’re targeting could soon be open. That was a fairly simple example of networking, which is done more and more online as professional network sites expand, and there are also more sophisticated and subtle ways it works but it can practically guarantee you a job in your desired HR department. So whether online or in the real-world, do your homework and your networking and land that job!

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