

42A Human Resources Specialist

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Company: National Guard

Location: United States

Category: other-general

When a Soldier has a question about benefits, policy, or needs help with a sensitive issue, the Army National Guard's Human Resources Specialist is the primary go-to person. As an HR Specialist, you will help Soldiers develop their Guard careers and provide personnel support and assistance to all divisions within the Guard. Specific responsibilities of the HR Specialist may include: organizing, maintaining, and reviewing personnel records; data entry and retrieval; processing recommendations; arranging awards ceremonies; preparing, updating, and coordinating requests for evaluations; preparing and monitoring Soldier requests for ID cards and tags, leaves of absence, and passes; ordering and maintaining office supplies; and maintaining filing systems.

Job Duties

- Assist on all human resource support matters
- Oversight of all strength management and strength distribution actions
- Responsible for the readiness, health, and welfare of all Soldiers
- Postal and personnel accountability support
- Maintain emergency notification data

Helpful Skills

- Aptitude for business administration
- Able to follow detailed orders
- Sound people skills

Plus, you'll be building a better future. In civilian life, an HR Specialist could work in any business that requires personnel or human resources experience. The payroll, timekeeping, and human resources departments of most companies require the kinds of skills acquired as an HR Specialist in the National Guard.

Earn While You Learn

Instead of paying to learn these skills, get paid to train. In the Army National Guard, you will learn these valuable job skills while earning a regular paycheck and qualifying for tuition assistance. Job training requires 10 weeks of Basic Training, where you'll learn basic Soldiering skills, and 9 weeks of Advanced Individual Training and on-the-job instruction, where you will learn basic typing skills, how to

prepare Army correspondence and forms, how to manage personnel records, and computer update and retrieval procedures.

#J-18808-Ljbffr

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