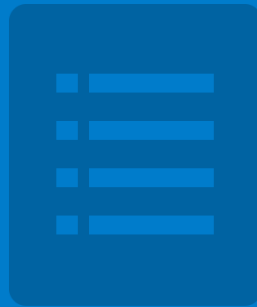


# Human Resources Jobs You Might Not Know About

Ready to pursue a career in human resources? Read on to learn about HR careers, path options and much more, including job growth and how to advance.



## Training & Development Manager

- ☐ Typical duties
  - ☐ Create , manage, lead and evaluate training programs
  - ☐ Boost employee performance
- ☐ Traits and skills you'll need
  - ☐ Presentation skills
  - ☐ Creative
  - ☐ Extroversion
  - ☐ Solutions-oriented thinker

## Nonprofit HR Professional

- ☐ Typical duties
  - ☐ Manage employee programs for a cause such as the arts, education, health and human service.
- ☐ Traits and skills you'll need
  - ☐ Project Management
  - ☐ Passion for the nonprofit field
  - ☐ Resourcefulness

## HR IT Recruiting Specialist

- ☐ Typical duties
  - ☐ Recruit , interview and place technical talent
- ☐ Traits and skills you'll need
  - ☐ Familiarity with technical roles and terms
  - ☐ Excellent communicator
  - ☐ Negotiating Savvy

## Global HR Specialist

- ☐ Typical duties
  - ☐ Manage international HR roles recruit, interview and place new overseas employees
- ☐ Traits and skills you'll need
  - ☐ Cross-cultural fluency
  - ☐ Linguistic skills
  - ☐ Business Savvy
  - ☐ Tax and legal skills

## Executive Recruiter

- ☐ Typical duties
  - ☐ Find and fill job openings for senior-level executives
- ☐ Traits and skills you'll need
  - ☐ Exceptional networking skills
  - ☐ Entrepreneurism
  - ☐ Competitive drive
  - ☐ Negotiating Savvy

**Make and Share Free Checklists**  
[checkli.com](https://checkli.com)