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# Example of Global HR Operations Job Description

Our growing company is searching for experienced candidates for the position of global HR operations. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for global HR operations

* Provide progress updates of enhancements to global HR Operations Team
* Conduct regular audits within the following systems to confirm accuracy
* Support systems implementation projects from a HR functional perspective as a business and systems analyst
* Create test scripts, test planning, and execute user acceptance testing with IT and HR business partners
* Support change management strategies
* Drive the Enterprise Standards implementation while reflecting local needs
* Drive key stakeholders’ engagement through a transparent operating rhythm and ensure deep understanding of key stakeholder expectations
* Responsible for key GO HR initiative communication and collect feedbacks for continuous improvement
* Support annual individual income tax settlement and retirement pension program
* Act as local GMS contacts, support the local contracts & process

## Qualifications for global HR operations

* Supervise progress of audits recommendations and coordinate corporate review sessions
* Support local M&A activities to ensure the smooth transition for GO HR scope activities
* Lead GO HR post migration follow-up actions
* Fluency in the local language and English, with professional verbal & written communication skills
* Develop a strong pipeline of global, diverse talent within the Manila Administration Center team and across the Request Management team
* Experience using Service Center technologies, ticket management, knowledge management, telephony / IVR, document management