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# Example of HR Operations Analyst Job Description

Our company is looking to fill the role of HR operations analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for HR operations analyst

* Run data audits, and research and resolve reporting/data entry discrepancies
* Produce reporting and consolidation of data
* Maintain up-to-date project files/Team communications/database…
* Schedule and organize meetings and prepare documents (agenda, meeting minutes, logistics)
* Contribute in designing internal processes and tools
* Participate in implementing new providers
* Contribute to satisfaction surveys analysis
* Help managing invoicing processes
* Participate in drafting internal communication (training, work instructions, policy review…)
* Participate in transversal projects

## Qualifications for HR operations analyst

* Excellent IT/MS Office skills, used to work with HR IT systems
* Familiar with data management - experience in controlling/reporting/analysis
* Being used to work for a matrix organization and within an international environment
* Familiar with the systems Oracle/Taleo and/or Workday
* Used to work with a Shared Service Center
* Bachelor degree in Computer Systems, Information Technology, Human Resources or related business area is preferred