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# Example of HR Operations Associate Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of HR operations associate. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for HR operations associate

* Assist with the design and modification of Workday HRIS and other HR computer solutions
* Continually review working practices to ensure ongoing efficiencies
* Become familiar with Sales, Equity and deferred comp plan
* Answer basic employee questions about the different programs
* Assist with the year-end compensation process
* Handle the year-end processes for tax and audit purposes
* Work closely with the Finance team to ensure the Human Resources and Finance records are aligned
* Assisting with event planning for ramp up
* Onboarding all new Hires (sending & collecting paperwork)racking background checks
* Tracking background checks

## Qualifications for HR operations associate

* Prepare employment letters, including offer letters, termination letters, and transfer letters
* Handle all aspects of on-boarding new hires
* Ensure integrity of HRIS data and process HR changes
* Partner with senior management team on key priorities, initiatives and day to day issues for the group
* Proactively engage with regional HR business partners to ensure global connectivity, promote cross-regional communication and maximize opportunities for collaboration
* Conduct complete RRCA for all such items in area of expertise, providing recommended solutions and ensuring documentation of changes in the standard work, job aides