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# Example of HR Operations Manager Job Description

Our growing company is looking to fill the role of HR operations manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for HR operations manager

* Oversee and ensure appropriate controls are in place to safeguard personnel data, maintain continuity of operations, and maintain data accuracy and integrity
* Proactively identify and produce relevant key performance indicators (KPI’s) helpful to management
* Facilitate and assist with project management of people related program and initiatives, such as annual goal setting, performance assessments, talent reviews
* Maintain knowledge of HR requirements and regulations affecting human resources functions and ensures policies, procedures and reporting are in compliance
* Escalation point for inquiries regarding policies, procedures and programs
* Oversees the data entry of information for all individuals paid via the payroll system and is completed timely ensuring that the quality and integrity of each transaction is consistent with established protocol and definition as outlined in the FASIS manual
* Manage staff to meet daily operational needs and the achievement of project and initiative goals
* Participate in the ownership of the HRMS and time collection systems
* Manage HR related projects by coordinating resources and timelines across HR
* Ensure all employee relations issues are handled effectively with minimal risk to the business

## Qualifications for HR operations manager

* Knowledge of Workforce Management systems as asset
* PMF Standards, Methodologies, & audit requirements
* Previous experience developing Business Requirements Documents
* Demonstrated ability to lead business requirement sessions and translate application ideas and issues with peers and IT management
* Demonstrated ability to drive achievement of results and to adapt to changing priorities
* Ability to develop and sustain strong relationships