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# Example of HR Operations Manager Job Description

Our company is looking to fill the role of HR operations manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for HR operations manager

* Define project plans and timelines, resource needs and deliverables.Make decisions today while understanding short and long term costs
* Analyze information and situations, develop creative solutions and implement actions to ensure project objectives are met
* Ensure all stakeholders are provided status reports, feedback and follow-up ensuring the project meets the needs of the business
* Communicate organizational / employee relations implications related to the successful completion of projects
* Possess technical/tactical ‘know-how’ to identify problems and target effective resolutions
* Serve as point of escalation for critical project issues
* Serve as the primary point of contact for HR technologies and reporting for human resource partners, end users, IT teams and third parties
* Act as a liaison between human resources, business partners, and IT
* Lead and advise human resource and business partners in assessing technology needs, developing and documenting business requirements and functional specifications, developing test conditions, conducting acceptance testing and implementing solutions
* Lead and advise business partners in the development and implementation of technology and data governance models to ensure the highest degree of data integrity and business controls for human resources and dependent systems

## Qualifications for HR operations manager

* Personal computer skills including Microsoft Office (Word, Excel and PowerPoint)
* Ability to drive a project from planning through to implementation
* Call center/shared services background is preferred
* Envisions, directs, and is accountable for the consistent delivery of WFA HR operations across the shared service model
* Provides operational thought leadership by initiating, leading and/or participating in a broad range of major projects and initiatives to support regional expansion and enhance operational excellence
* HR Qualification preferred