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# Example of HR Operations Specialist Job Description

Our growing company is looking to fill the role of HR operations specialist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for HR operations specialist

* Contribute to preparation of presentations for HR meetings including Talent Review
* Running reports from LMS (Learning Management System) and other HR systems (Visier) as requested
* Subject Matter Expert on Shared services practices, ability to train and quality check
* Administrative support for Mergers and Acquisitions
* Attend meetings as appropriate
* Support Talent Management program initiatives with ability to coordinate events
* Help with New Hire Orientation
* Manage benefit deductions within payroll
* Assist with 401K administration
* Manage benefit vendors, billing, and enrollment

## Qualifications for HR operations specialist

* Proactively assists HR team with various HR programs, research projects and/or special projects and procedures
* Prepares and maintains special internal and external reports as needed
* Conducts periodic audits of human resource activities, policies and procedures to promote compliance and best-practices
* Provide first line resource assistance for employees
* Manage tracking, collection and filing of on-boarding/employment documents
* Assist in the monitoring of training goals and records for the business unit to ensure attendance at required courses