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# Example of HR Operations Job Description

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

## Responsibilities for HR operations

* Proactively analyze and improve local processes with suggestions of optimization and harmonization, participation in tools and processes development
* Develop HR Operations policies & procedures
* Partner with key stakeholders on managing employee information for HR Business Partners, Payroll, Legal, Talent Acquisition, HR Compliance, management, audit agencies
* Be a subject matter expert on Taleo as it relates to template management
* Create and distribute employment offer letters and prepare offer packages Manage Onboarding process for all new hires and other status change requests
* Receive and coordinate reservation of resources required to deliver training programs (room reservation request, schedule room setup/teardown & reserve training equipment, receive and request training related supplies and consumables)
* Screening applicants for position openings, scheduling interviews, coordinating candidate offers and assisting with on-boarding
* Ensure that the company is compliant with I-9 and E-Verify submissions Labor Law posters for all Slalom locations
* Oracle Recruit, Oracle Learn
* Maintains site organizational charts

## Qualifications for HR operations

* Prior experience working with a web based HRIS system preferred
* 2+ years of related professional experience, or a Master’s degree in a related discipline, , Human Resources
* Ability to work independently yet remain an active member of a collaborative team
* 1-2 years' experience as HR Generalist or equivalent
* Fluency in English and another language (French, German, Italian, Spanish)
* Experience with HR Management Systems