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# Example of HR Operations Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of HR operations. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for HR operations

* Support intern recruitment activities
* Maintains training records in eValidate, track effectiveness, update induction plans and misc
* Complete HRIS audits and update information as necessary
* Trains employees and managers, when necessary
* Update monitors with new hire infomration and other HR specific topics
* Maintain bulleting board postings and newsletter distribution
* Prepares Invitation/Travel letters for employees
* Lead and/or participate global, country, and Ops team initiated projects, E-tool enhancement
* Act as a first point of contact for the HR department for enquiries from both internal and external customers that are routed via the Shared Services Center Call System
* Meet Service Catalogue and Service Level Agreement as set by business function

## Qualifications for HR operations

* Minimum of 7 + years’ proven experience within HR field, preferably within an IT organization
* Min Bachelor degree in HR, Business or other related disciplines
* CIPD or any relevant qualifications would be an advantage
* Ability to work at strategic level execute HR tasks on the ground
* Experience using MS Office suite a must (Word, Outlook, PowerPoint)
* Graduated in Human Resources, Business Administration, Industrial Relations, Business Operations or related field