Downloaded from <https://www.velvetjobs.com/job-descriptions/hr-operations>

# Example of HR Operations Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of HR operations. 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

* Interacts with colleagues and managers to educate and provide advice on policies and procedures ensures colleagues are being treated fairly and consistently
* Compensation and promotion reporting and analysis including scenario planning and modelling
* Prepare monthly compensation & other comp expenses accruals and ensure specific guidelines are met
* Conduct reviews & audits of all compensation data prior to monthly accruals, ensuring that audits are improved and HR members are trained where necessary
* Improvement and review of reporting capabilities, compensation platforms and process deliverables to ensure they offer most value to our users
* Collaborate with HR team to continuously improve HR practices and policies to ensure compliance and maximum efficiency
* Degree in Law, Psychology or Labour relations
* Perform administrative functions related to employee transactions in human resources information systems of record (PeopleSoft) and documentation in employee personnel files
* Administer leave of absence for military, personal, and educational leaves
* Exposure to HRIS software

## Qualifications for HR operations

* Detail and goal-oriented, has the flexibility to deal with multiple and changing priorities while focused on quality, process improvement and customer service
* Experience with supporting new HR program rollouts (ex
* Experience implementing global initiatives and understanding regional needs
* Must be able to work effectively with changing requirements, priorities in a fast paced environment
* Must be able to work well in a team consultative environment
* Demonstrated ability to be productive in ambiguous and fast moving environments with minimal supervision