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# Example of HR Operations Job Description

Our innovative and growing company is looking to fill the role 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

* Uphold benefit processes, maintain records, perform plan audits
* Assist with employee meetings – Leave of Absence, Workers Compensation
* Partner with HR Business Partners, HR COE’s and HR Shared Service to develop/revise processes to maximize performance and deliver best-in-class services
* Effectively promote, articulate and present HR processes within ADP, leveraging potentially different communication skills/mediums targeting different stakeholders (HR, Finance, employees, managers, IT)
* Interview management and provisioning
* Taleo Administration
* Coordination with external and internal trainers
* Builds and maintains positive relationships internally and externally and collaborates with all support business partners to reach Company goals by executing HR programs such as merit planning, FLSA reviews, and job descriptions
* Responsible for writing, maintaining, gathering/scrutinizing, organizing and analyzing data from multiple sources (iCIMS, Ultipro, ) and preparing graphs, reports and presentations
* Primary responsibility for the company's web-based HR collaboration site (Sharepoint)

## Qualifications for HR operations

* SAP HR Module – PA experience, SAP HR Module - OM experience
* Experience within an HR shared services environment is beneficial
* Must possess creativity
* Have a BS degree in HR or Business and 3 year's experience in the field, or an Associates degree and 5 year's experience in the field
* Have solid knowledge and experience in employment law
* Work will involve using a computer approximately 75% of the time, and thus requires sitting for extended periods