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# Example of Manager, HR Operations Job Description

Our company is looking to fill the role of manager, 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 manager, HR operations

* Participation in benefits related projects, actions & solutions involving acquisitions/integrations of acquired companies and their employees
* Oversee the flow of day-to-day operations
* General administrative work as needed such as reports, data analysis in partnership with People Analytics
* Collaborate with People Technology team on projects for process improvement, system launches, and configuration changes
* To manage and supervise the monthly payroll process, and ensure reporting as required by finance processes
* To manage and supervise yearly EA and report to tax bureau
* To ensure all employees covered by insurance (hospitalization, term life, personal accident), update employee changes, support employees for insurance issues and claim and monitor insurance reimbursement for employees
* To be responsible for renewal of Health, Term Life, and Personal Accident with a drive to ensure cost efficiencies
* To be responsible in managing and administering salary review and bonus calculation for all business units
* To be responsible in managing annual compensation and benefit survey (Mercer) and other survey (CBM, Compensation Outlook Survey)

## Qualifications for manager, HR operations

* 5-10% of time usually for HR Business meetings
* 3-5 years of HR systems projects, including process mapping, review and documentation Specialized Knowledge
* Knowledge on trends and internal processes and controls related to the delivery of Total Rewards programs
* Experience in payroll tax, IRS Section 125 and 409A compliance
* SOX controls for Payroll Administration Skills
* Strong knowledge of payroll and HR related transactions