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# Example of Manager, HR Operations Job Description

Our company is hiring for a manager, HR operations. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for manager, HR operations

* Maintain a thorough knowledge of all total rewards components including base pay, short and long-term incentive plans, benefits and other rewards programs
* Implement and harmonize processes to manage demand and build efficiency of services
* Develop and maintain global and regional knowledge database and process documentation to support accuracy of information and provide high quality customer service and support
* Produce weekly, monthly, quarterly and annually reports of standard global and regional metrics
* Partners with Global HR Operations teams to continually evolve and improve services supporting the HR function
* Seek to reduce wastes in organization processes and is committed to continuous improvement through empowerment and management by data
* Management, development, and effective utilization & allocation of resources
* You will lead complex, cross functional HR Operations initiatives
* You will institute global practices for business continuity including overall framework, standard operating procedures, resource back-up planning by region
* Lead HR projects or be an HR project representative on large scale projects from needs analysis through final implementation

## Qualifications for manager, HR operations

* Behavioural-Based interviewing skills
* Operating in a Shared Services environment
* Group presentation and facilitation experience
* Demonstrated ability to interpret and apply policies and regulations to a wide variety of situations in the business environment
* Five to seven years of professional experience in Human Resources is required
* Must be willing to provide support to a 24/7 operation