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# Example of Process Expert Job Description

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

## Responsibilities for process expert

* Gathers information from cross-functions to support incoming tenders (Product Management, Supply Chain, Sourcing, Finance)
* Runs ad hoc reports (sales, profitability, price levels) to support internal analytics and speed up decision making process
* Transform process & system capabilities to continue improve the operational performance & enhanced customer satisfactions
* Collaborate with Operations & Business architect to create BRD for process improvements & system enhancements
* Design solutions & develop business process/requirements to support operation needs
* Single source of truth for functional process – inspire for 90% global standard & design for local requirements/customization
* Review Payroll Input Files, coordinate /follow up with stakeholders & vendors, ensure file correction and ensure correct file is loaded in Payroll
* Ensure Inputs Consolidation/ Conversion (if needed)/ Uploading/ Manual entry - includes corrections of errors and coordination with the businesses/HR Ops
* Work as an SME for providing sign off on Unit Testing & User Acceptance testing on the HRDMS tool’s which were developed by Vendor’s & Global Teams (GCRM, GPIT)
* Working closely with the Compensation team/IT Team & HRBP’s for Policy Incorporation on all Payroll System’s

## Qualifications for process expert

* Ability to interact effectively with all levels of customers and users
* Responsible for Pay code governance
* Develop Operational metrics for HR- Ops & Payroll Ops
* Consolidate & report out the Monthly payroll metrics for Global Team’s
* Develop reports as per the biz requirement’s
* Conduct monthly Audit on the Outputs & Input’s