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# Example of Process Expert Job Description

Our growing company is looking to fill the role of process expert. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for process expert

* Prepare Process Definition Document / Map As Is / Solution Design Document
* Work closely with Process Experts and Developers to ensure requirements are accurately defined and suitable for development
* Participate in test & validation of new process and system changes
* Drive business improvements by identifying the opportunities, defining business requirements, build the business case, and design the process and technology solutions to achieve business results
* Monthly Operations review with the Vendor’s & Internal Team’s
* Govern the Monthly TDS challan collection’s & Ensure the quarterly return filing Activity
* Own & govern the “India Payroll Operations Portal” on support Central
* Handling Query from Employee’s, HRM’s, GPIT User’s, Support Central User’s, vendor team’s & Internal Teams
* Work on adhoc reports and share with stakeholders as and when requested
* Provide effective and timely resolution to queries from employees and other stakeholders

## Qualifications for process expert

* Understand business hierarchy, analyze data issues and provide support to the user population and also support the region on all payroll related requirements
* Ability to work with various stakeholders who manage other downstream systems, especially OHR/ HR Ops tools etc
* Well versed with Microsoft Excel /Word/Power Point and web-based applications
* Flexibility in order to meet customer needs and deadlines is a MUST
* Support sourcing and Supplier Quality Development (SQD) teams in the suppliers’ qualification and in quality follow up for suppliers concerned by SP
* Demonstrate QCD and EHS improvement linked to SP through efficient action plans