



# Example of Head Of HR Operations Job Description

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

## Responsibilities for head of HR operations

- Serve as lead for HR in supporting and developing efficient, standardized processes and procedures and recommend new approaches to effect continual improvement of operations performed
- Ensure mandatory compliance training is delivered in a timely manner such as Harassment Prevention, OSHA Safety requirements
- Lead strategic projects including initiation of a Total Rewards Statement, creation of a proposal to introduce Pay Transparency, introduction of critical role and engineering "Premium" structures/rewards, alignment of business unit Sales Incentive programs, and progressive Talent Analytics
- Drive and implement the strategic HR priorities and plans for HR Operations globally
- Be the key driver for HR process optimization, improvements and alignment globally in close connection with HR BPs and Communities of Expertise
- Take a strong role in implementation of a new HRIS globally
- Responsible for HR master data management
- Responsible for all aspects of HR administration globally
- Responsible for execution of annual HR processes
- Responsible for execution and implementation of key projects globally – in close contact with Communities of Expertise

## Qualifications for head of HR operations

- Excellent customer service is the key
- Building strong relationships with stakeholders, developing and executing

- Leads the HR Operations Team of the HR Service Centre ensuring acquisition, development and management of talents
- Adapts plans and priorities to address resource and operational challenges
- Proven large scale People Management skills (ideally 50+ employees)
- Advanced Communication and presentation skills in English and other language(s)