



Example of HR Operations Specialist Job Description

Powered by www.VelvetJobs.com

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

Responsibilities for HR operations specialist

- Interface with vendors and administration outsourcers regarding individual Employee claims / cases
- Provide feedback and recommendations regarding the impact of CoE changes on HR Ops operations and systems
- Maintain and review any necessary reports
- Support the CoE in implementing the CoE strategy
- Liaise with external vendors, and internal Legal teams to finalize contract and SOW requirements
- Partner with Total Rewards to maintain company job catalog
- Work with HRBP on terminations and conduct exit interviews
- Respond to manager/employee general HR inquiries including troubleshooting and problem solving
- Support L&D courses including uploading in LMS, tracking, reporting, sending pre work, logistics-training room coordination, greeting outside vendors, communications
- Documentation of processes, FAQ's for Shared service, Sharepoint maintenance, chatter group

Qualifications for HR operations specialist

- Appreciation of employment legislation, particularly local benefits and payroll
- Ability to navigate through multiple computer applications
- Experience working in a shared service environment preferable
- Proactive and self-motivated, collaborative with a strong focus on quality and

- Will work to help implement and maintain a new document management system starting in 2016
- Maintains Human Resources Information System (HRIS) records, for all contractors, consultants and auditors