



# Example of HR Operations Specialist Job Description

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Our growing company is looking to fill the role of HR operations specialist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for HR operations specialist

- Contribute to preparation of presentations for HR meetings including Talent Review
- Running reports from LMS (Learning Management System) and other HR systems (Visier) as requested
- Subject Matter Expert on Shared services practices, ability to train and quality check
- Administrative support for Mergers and Acquisitions
- Attend meetings as appropriate
- Support Talent Management program initiatives with ability to coordinate events
- Help with New Hire Orientation
- Manage benefit deductions within payroll
- Assist with 401K administration
- Manage benefit vendors, billing, and enrollment

## Qualifications for HR operations specialist

- Proactively assists HR team with various HR programs, research projects and/or special projects and procedures
- Prepares and maintains special internal and external reports as needed
- Conducts periodic audits of human resource activities, policies and procedures to promote compliance and best-practices
- Provide first line resource assistance for employees
- Manage tracking, collection and filing of on-boarding/employment

- Assist in the monitoring of training goals and records for the business unit to ensure attendance at required courses