



Example of HR Operations Specialist Job Description

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Our growing company is searching for experienced candidates for the position of HR operations specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for HR operations specialist

- Assist with wellness events and open enrollment
- Assist with payroll/benefit-related reconciliations to General Ledger and other accounts
- Manages position maintenance workflow administration
- Creates, manages and conducts research for the national employee escalation process, seeks timely resolution through case management in Neocase and direct contact with the support center
- Entering complex benefit changes into a system that the client is in the process of migrating to
- Regular duties will involve looking at the benefits change being requested, check that requirements are met, follow an SOP to process and then validate those changes
- Maintains compliance with federal and state regulations concerning employment and performs other related duties as required and assigned
- Lead and/or participate global, country, and Ops team initiated projects, E-tool enhancement, process/ system review and simplification, employee user experience enhancement
- Execute all Onboarding activities such as background checks, new hire paperwork, I-9, & candidate interview scheduling while working closely with the Talent Acquisition COE to ensure timely processing
- Perform employee related data entry tasks timely with attention to detail across fields

- Bachelor's degree or equivalent work experience in an office environment
- 1-3 years of HR or payroll experience is preferred
- Prior experience working with a web based payroll administration system, ADP preferred
- Meticulous, enthusiastic, mature, prudent, passionate
- Professional with sense of responsibility, positive mindset and principle
- Three years operational experience within HR, benefits payroll, financial, or other operational environment