



Example of HR Operations Specialist Job Description

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Our growing company is looking to fill the role of HR operations specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for HR operations specialist

- Maintain relationships between Shared Services and external service vendors along with all HR COEs
- Performing other operational support tasks as needed
- Cross-train within group to ensure coverage
- Ensure that structures and systems are aligned to deliver key objectives efficiently and effectively, through timely and
- Prepares monthly management reports and collates data required for government or industry surveys
- Ensure the accuracy and upkeep of HR related information
- Provide advanced problem solving and research on transaction-related discrepancies, issues, and audit findings, and communicate results to appropriate persons
- Work closely with vendors, HR Business Consultants, Compensation, Workforce Relations, timekeepers, and managers to ascertain the accuracy of the data submitted and reconcile differences when applicable
- Participate global, country, and Ops team initiated projects, E-tool enhancement
- Process/ system review, employee events

Qualifications for HR operations specialist

- Must have the ability to articulate and tactfully communicate with customers

- Master's degree (HR or Finance/Payroll preferable) or equivalent combination of high education and 1 year experience in HR and/or Payroll preferred
- Advanced level of English (both written and spoken) essential
- Native language /Professional level of Czech or Slovak
- Additional European language is a plus (particularly Romanian or Hungarian)
- 1 year experience in HR and/or Payroll