



# Example of HR Operations Specialist Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our company is growing rapidly and 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

- Perform testing as part of Workday release and enhancement process
- Manages the department email box
- Track data and run routine reports on a routine basis and ad hoc reports as needed
- Responsible for the integrity of data entry when processing
- Facilitate new employee orientation and assist with onboarding plan development
- Liaise with HR staff and HR Contact Center to address any system issues
- Manages requests for immediate terminations ensuring all appropriate parties terminate applicable access in a timely manner
- Performs data integrity audits of information entered or interfaced into the HCM application
- Participates in system testing and identification of system and user-interface issues
- Familiarity with compensation programs

## Qualifications for HR operations specialist

- 5+ years of professional HR experience BA degree in human resources management, or related field preferred
- High School Diploma or GED and 3 or more years' experience in an administrative role OR a Bachelor's Degree and years' experience in an administrative role
- Completed HS diploma is required

- Ability to work both proactively and independently and in a highly collaborative environment
- Minimum 2 years prior professional work experience (can include internships)