



Example of HRS Operations Specialist Job Description

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Our company is looking to fill the role of HRS 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 HRS operations specialist

- Collecting documents from new joiners, copying documents
- Collecting the attendance list and handing over to learning department
- Updating the onboarding tool
- Working in a highly data sensitive environment, responsible for protecting Data Privacy at all time and adhering to confidentiality requirements to promote zero breach of compliance policies
- Manage and respond to employee HR inquiries through AskHR/CRM tool relating to benefits administration, employee data, HR processes, systems, employment verifications, Leave of absence administration, including social security, Immigration and work permit administration and other general HR related inquiries in time per HR Services Key Performance Indicators (KPIs)
- Provide guidance to our partners and customers on the appropriate channels to obtain support
- Recommend solutions to process failings from a local perspective and contribute to the continuous improvement process in partnership with the regional Service Managers
- Partner with the Europe Delivery Centre team in executing local administrative actions related to HR processes such as, but not limited to, processing local paperwork, liaising with 3rd party government agencies
- Participate in implementation of new processes, in support of our Europe Delivery Centre team
- On-boarding process administration (including but not limited to contract

Qualifications for HRS operations specialist

- Good PC skills (word, excel, outlook) and specific systems (SAP, CRM)
- Require considerable judgment and decision making
- Business School with education in Human Resources or equivalent preferable (BS/BA)
- 2 years of relevant work experience, preferably in an HR department
- Basic knowledge of the Austrian labor law
- Knowledge of HR and administrative procedures, legalities and policies