



# Example of HRS Operations Specialist Job Description

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Our innovative and growing company is searching for experienced candidates for the position 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

- Employment contracts modifications
- Managing HRS service requests in CRM according to Golden rules
- Answering to employees queries and direct them to the right channel if needed
- Initiate improvement ideas and action on it
- Coordinate and provide data and information to payroll for monthly closing
- Comply with all required polices & local labor law
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- Scanning, copying documents and help with shipments
- Providing magnificent end to end execution of Human Resource services and processes to support strategic objectives
- Building intuitive systems and processes to enable right and fast delivery of Human Resource solutions

## Qualifications for HRS operations specialist

- Self-starting attitude & drive
- Multi-tasking experience in a fast-paced environment
- Strong analytical, problem solving & trouble shooting skills, desire and attitude to go above and beyond in resolving issues
- Driving continuous improvement and lead change in a dynamic and global

- Backup for team leader for priorities and escalation path