



Example of Human Resources Operations Job Description

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Our innovative and growing company is looking for a human resources operations. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for human resources operations

- Work closely with our People Partner in Singapore to serve as a trusted resource for employee relations and performance issues
- Manage the HR divisions (and business) change request process as it relates to all AON Hewitt environment and process changes
- Develop and maintain relationships with industry contacts (internal and external) and consultants for the purpose of enhancing business effectiveness within the scope of accountability
- Provide regular updates to internal business partners and HR executives on the overall status of services
- Leverage service provider capabilities to improve efficiency while simultaneously ensuring risks are managed and business performance is maximized
- Assisting with communicating/revising internal policies, practices, and procedures
- Developing Human Resources strategies, aligned with business needs
- Conducting audits of employee and applicant data, associated policies and procedures, to ensure compliance with applicable Federal and State law
- Acting as a liaison and resource with employee relations, working closely with management to resolve concerns/issues
- Recommending new approaches, policies, and procedures to effect continual improvements in efficiency of Human Resource Department and services performed

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- Be responsible for executing project planning, requirements gathering, coordinate/perform testing and successful production migration
 - Partner with legal and compliance in order to ensure regulatory compliance
 - Uphold the Firm's audit standards
 - Ensure the proper data security for our Firms employee data
 - Design processes for a sound employee, manager and HR user experience
 - Act in a counseling role for individual employees and advise on their personal development and career opportunities