



Example of Human Resources Operations Job Description

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Our company is growing rapidly and is hiring for a human resources operations. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for human resources operations

- Provide guidance to brand leaders on the preparation and delivery of MAC retail performance reviews and ensure timely completion
- Foster a culture of engagement and empowerment that values diversity and demonstrates fair and consistent management practices
- Own the Operations Coverage project portfolio including learning and development initiatives, diversity projects and initiatives, compensation projects and overall managing the implementation and project work for Ops Coverage
- Project manage planned and ad-hoc activities for the Ops coverage team
- Handle general human resources queries related to payroll, benefits, policy and leaves, among others
- Conduct Exit Interviews with departing managers
- Assist in administration of leaves of absence and coordinate with the firm's disability leave provider on escalated disability issues
- Support the "year-end" process (Performance Evaluation, Compensation, Promotion)
- Filing, reporting and auditing of all HR related data and information for client groups to ensure accuracy and data integrity
- Mediate process and practice while reducing risk and ensuring regulatory compliance

Qualifications for human resources operations

- A minimum of ten (10) years of relevant experience within multinational organizations, among which, five (5) years are in managerial/supervisory positions
- A strong understanding of labor and employment laws, regulations, and practices is highly desirable
- Frequent travel, domestically and internationally may be required
- Deadline and customer support oriented
- Must be recent graduate of a degree program – Human Resources is a plus, but not required