



# Example of Human Resources Operations Job Description

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Our company is looking to fill the role of human resources operations. 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 human resources operations

- Provide information and coordinate activity related to established HR policies, procedures, or regulations (i.e., benefits, performance, EEO, safety)
- Establish and drive improvements on HR metrics to assist the business in making data based decisions
- Make this place a more awesome place to work while setting a new standard that other organizations will strive for
- Maintain data integrity of our HRIS for all employees (US, UK, Australia)
- Manage the Open Enrollment process and liaise between our various benefits providers
- Manage our People Partner and assist with the accurate processing of payroll, internal and external audits, payroll tracking and system configuration updates
- Develop and maintain an overall HR release management governance framework that ensures oversight of the AON Hewitt that is sustainable for current potential new outsourcing relationships
- Ensure HR COEs provide active governance over suppliers and service providers to ensure superior implementation of technology upgrades, updates, defect resolution and project/initiative implementations
- Act as the key interface with AON Hewitt for end-to-end delivery release management processes
- Monitor and manage AON Hewitt performance against project deliverables,

## Qualifications for human resources operations

- Familiar with office software, such as Word, Excel & PPT and
- Ensure the implementation process meet MSA/SLA/ KPI contract guidelines
- Provide management information reporting for executives and key internal stakeholders, as required
- Oversee all enterprise releases of new HR applications and changes to existing HR systems environment
- Strong data analytical skills and PC skills such as Excel, Power Point
- Communicating and administering benefit programs