



Example of Human Resources Operations Job Description

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Our company is searching for experienced candidates for the position of 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

- Oversee the administration of company-wide human resources policies, procedures, and practices in accordance with stated corporate objectives and federal and state legal requirements
- Subject matter expert for LOA and FMLA related matters for Connected Car and Operations personnel
- Managing/Overseeing the Performance Management Process
- Managing all required HR record keeping
- Increasing effectiveness of HR programs and processes by training and counseling employees
- Maintaining current knowledge of Equal Employment Opportunity (EEO) and affirmative action guidelines and laws
- Supporting immigration processes
- Overseeing and assisting with HR projects as required by the Director of Human Resources
- Communicating and administering benefit programs, managing annual open enrollment process, resolving escalated benefit issues, and maintaining vendor relationships
- Managing all required Human Resource record keeping, including personnel files, government filing, and other essential employee record retention requirements

Qualifications for human resources operations

- Strong interpersonal, verbal and written communication skills with the ability to proactively deal with all levels of internal and external management, front-line staff members
- HQ dashboards
- Culture Survey reporting
- Rewards reporting
- Develop simple to complex HR reports using data from multiple HR data sources
- Go-to expert in pulling and generating people data reporting using the SuccessFactors Workforce Analytics Tool