



Example of Human Resources Operations Job Description

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Our company is looking for a 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

- Assist Generalists with employee relations issues within the region, including participation in internal investigations and providing recommendations for resolution
- Supportive to all company initiatives, visions and goals
- Lead a diverse team of HR professionals focusing on development and growth
- Interpret, advise, coach, and mediate on HR-related matters with employees and managers
- Effectively investigate, document and apply corrective actions when appropriate for employee complaints
- Assess and identify employee and leadership developmental and training needs based on talent strategies of the company
- Coordinate and lead key management development and project initiatives that respond to current and projected organizational needs
- Assist with key management development and project initiatives that respond to current and projected organizational needs
- Bank-wide and departmental system projects which will improve accuracy and analyze data flows for process improvement opportunities
- Manage compliance and reporting of the bank's Affirmative Action Plans

Qualifications for human resources operations

- Support the greater HR/Communications Team (such as HR Generalists, Talent Acquisition, Employee Experience, Communications) with ad-hoc projects related to reporting, data requests and analysis for the HQ population
- Identify workforce status and trends within employee data and can 'paint the picture' to what story is being told in a concise and illustrative way
- Project Management, Process, and Operational Support
- Support the project management of HR strategy and process supporting the HQ Talent Team
- Support the administration of ongoing people processes and tools
- Lead and assist with the simplification and documentation of internal HR processes and controls as needed