



Example of People Services Job Description

Powered by www.VelvetJobs.com

Our company is searching for experienced candidates for the position of people services. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for people services

- Coaching, advice and guidance
- Support departments to maximise attendance and performance
- Common sense application of the law within cultural and business frameworks
- Interpreting MI to provide strategic direction and support
- Be champions and guardians of the Admiral culture
- Identify, cultivate, support and retain talent for the benefit of the business as a whole
- Specific ownership of People Services Workflow system OpenText including maintenance, support, continuous improvement and further roll-out
- Support the development and maintenance of other HR Systems
- Advise and support the wider HR community on processes relating to HR Systems
- Provide the business with information obtained from HR Systems to support better decision making

Qualifications for people services

- Experience in leading and managing internal and external teams
- High Service Expertise (Process from end user view, Efficient Administration)
- 3rd Party, Vendor Management Expertise
- Great ability to implement projects, solve problems and innovate new methods

- Ability to manage data that includes entry, storage, organization and analysis of data