

Job Advert Details

Some careers have more impact than others

If you are looking for a role where you can continue to make an impression, take the next step at HSBC where your contributions will always be valued.

Human Resources leads the implementation of the Group's people strategy in line with business objectives. It facilitates talent management, succession planning and employee mobility while defining and overseeing frameworks that support employee performance management, reward, learning and development, resourcing and engagement.

We are currently seeking an experienced professional to join our team in the role **HR Operations Manager**.

Principal Responsibilities

- Lead and oversee HR operational governance, while complying with internal controls, risk mitigation strategies and Group standards for a commercially sound and compliant HR function
- Drive and support the successful implementation of change initiatives through structured projects
- Deliver high-quality HR reporting and analytics providing data-driven insights to senior leadership to support decision making
- Act as a strategic support partner to HR leadership by contributing to cross-functional projects and continuous process enhancements
- Serve as the primary relief point for Payroll and HR Service Delivery
- Champion a culture of compliance and operational excellence by embedding governance practices and leading internal audits

Requirements

- Minimum of 3 years of relevant experience in diverse HR areas or equivalent support functions
- A degree/professional qualification in HR or a related field is preferred
- Experience in Risk and Vendor Management alongside knowledge in governance and regulatory requirements to lead internal HR audits
- Strong ownership and project management skills with proven ability to deliver high quality output within tight deadlines
- Good understanding and knowledge of tools such as Microsoft Office (Excel, PowerPoint, Word).
- Ability to analyze data, identify trends and make informed decisions to drive cost efficacy
- Excellent communication and interpersonal skills, with ability to maintain effective working relationships with teams, peers, senior management and business stakeholders
- Focused, organized and result oriented, self-directed and able to work with minimum supervision, escalating issues in and appropriate and timely manner

When applying, please submit a full resume. Your local internal application policy should be followed.

In the event you are shortlisted, please note that interviews will be scheduled within a day from the closing date.

Hiring Manager: Sharaka De Mel

You will achieve more at HSBC.

HSBC is committed to building a culture where all employees are valued, respected and opinions count. We take pride in providing a workplace that fosters continuous professional development, flexible working, and opportunities to grow within an inclusive and diverse environment. Personal data held by the Bank relating to employment applications will be used in accordance with our Privacy Statement, which is available on our website.