

# HR Operations

## Responsibilities

- ⬡ Administration
- ⬡ Compliance
- ⬡ Recruitment
- ⬡ Onboarding
- ⬡ Employee relations
- ⬡ Offboarding

Building  
a sustainable  
organization

Working on  
improving  
employee  
relations

Implementing  
& maintaining  
HR best  
practices

## Goals