

## Senior HR Ops Associate

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Company: AutoLeap Inc

Location: , , Pakistan

Category: office-and-administrative-support

We're seeking a dedicated and detail-oriented Senior HR Ops Associate to join our team at AutoLeap. In this role, you'll play a pivotal part in ensuring smooth employee onboarding, offboarding, and day-to-day HR operations. If you're ready to make a meaningful impact and be the go-to resource for our employees, this is the opportunity for you!

**About AutoLeap** AutoLeap is a full-suite shop management solution for the auto repair industry. We are on a mission to improve the lives of shop owners around the world by bringing modern software innovations to their underserved market. We are an international startup that values doing things differently and having fun along the way. Our leadership team consists of repeat CEOs, EY Entrepreneurs of the Year, Canada's Top 40 Under 40, and hails from BCG, Bain, Wharton and Stanford. As a business, we just raised a \$30m Series B round led by Advanced Venture Partners (AVP), with participation by previous investors, Bain Capital and Threshold Ventures. Our mission is to change the auto repair industry, one shop at a time.

**As Senior HR Ops Associate, you will:**

- Assist in HR operational tasks, including team gift ordering and distribution, ordering meals, and travel arrangements
- Track IT equipment inventory and allocations to ensure receipt and retrieval
- Regularly update and reconcile our HR Information Systems (HRIS) for accuracy
- Support offboarding and onboarding processes
- Continuously evaluate and improve HR processes to enhance efficiency
- Collaborate with HR team members to address ad hoc operational needs and contribute to projects
- Fulfill additional duties as assigned

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