Business Processes Assignment

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## Business Practices

## DMIT 1006

## OA01

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Functional Area 1 (Human Resources)

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| --- | --- |
| **Position 1** | Recruiter |
| **Provide Three Roles for** Recruiter | |
| **Role 1** | “Full cycle, high volume recruitment including screening, interviewing, onboarding and administration of the applicant tracking system”. (indeed.com, 2021) |
| **Role 2** | “Managing and maintaining an accurate pipeline of candidates using an applicant tracking system, (SAP SuccessFactors), to support staffing requirements and ensure quality and compliance”. (indeed.com, 2021) |
| **Role 3** | “Assisting with the facilitation of multi-level job fairs to test and screen a high volume of candidates”. (indeed.com, 2021) |
| **2019 HR Workforce and What industries employ HR workers**  (DATAUSA, 2019)  (DATAUSA, 2018) | |
| **Provide 3 Data Points from** Document 1 | |
| **Data Point 1** |  |
| **Data Point 2** |  |
| **Data Point 3** |  |
| **Key Performance Indicator for** Recruiter | |
| **How is this position measured?** | **KPI 1**  [**https://www.datapine.com/kpi-examples-and-templates/human-resources**](https://www.datapine.com/kpi-examples-and-templates/human-resources)  **Time to Fill** |

**Continue with** Functional Area 1 **and research your second position:**

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| **Position 2** | HR Generalist |
| **Provide Three Roles for** HR Generalist | |
| **Role 1** | “Support supervisors and managers with human resource and employee relations matters; investigates and reports on allegations of workplace harassment, discrimination and violence; providing support, guidance, coaching and recommendations for problem resolution as needed to ensure compliance and consistency”. (indeed.com, 2021) |
| **Role 2** | “Assists with employee documentation; maintain information integrity and execute proper record keeping practices in HRIS and the filing system”. (indeed.com, 2021) |
| **Role 3** | “Work closely with warehouse, CDC management and the branch on recruiting needs; job postings, screening, arranging and conducting interviews, background checks, offer letters, etc”. (indeed.com, 2021) |
| **Document 2 Title**    (zippia.com, 2021)    (zippia.com, 2021)    (zippia.com, 2021) | |
| **Provide 3 Data Points from** Document 2 | |
| **Data Point 1** | **Data 1** |
| **Data Point 2** | **Data 2** |
| **Data Point 3** | **Data 3** |
| **Key Performance Indicator for** HR Generalist | |
| **How is this position measured?** | **KPI 2**  [**https://www.datapine.com/kpi-examples-and-templates/human-resources**](https://www.datapine.com/kpi-examples-and-templates/human-resources)  **Training Cost** |

**Continue with** Functional Area 1 **and research your third position:**

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| **Position 3** | HR Analyst |
| **Provide Three Roles for** HR Analyst | |
| **Role 1** | **HR Policies and Practices**   * “You will review, understand, and document local Co-op HR policies and practices, including relevant CBA provisions (if applicable) such as PTO plan(s), overtime/banked time, hours of work, meal breaks, leave types, employment-related deductions, hours of operation, shift premiums/salary payments, minimum call out, student worker shifts, and reporting lines/authority for time approvals”. (indeed.com, 2021) * “You will gather and/or validate other required information for upload into People Forward including performance reviews, licenses and certifications, sick and banked time balances, and salary payments/deductions”. (indeed.com, 2021) |
| **Role 2** | **Job Titling & Pay Scales**   * “You will review existing job titles and assign new titles to align with the CRS Job Catalogue. You will also review pay scales to understand how pay increases/increments are achieved, recommend adjustments, and assign appropriate pay scales to each individual within the local Co-op’s Employee Listing”. (indeed.com, 2021) |
| **Role 3** | **Documentation**   * “You will complete and validate required documentation and ensure all elements of the local Co-op’s configuration workbook and Employee Listing are completed by the deadline”. (indeed.com, 2021) |
| **Document 3 Title**    (zippia.com, 2021)    (zippia.com, 2021)    (zippia.com, 2021) | |
| **Provide 3 Data Points from** Document 3 | |
| **Data Point 1** | **Data 1** |
| **Data Point 2** | **Data 2** |
| **Data Point 3** | **Data 3** |
| **Key Performance Indicator for** HR Analyst | |
| **How is this position measured?** | **KPI 3**  [**https://www.datapine.com/kpi-examples-and-templates/human-resources**](https://www.datapine.com/kpi-examples-and-templates/human-resources)  **Recruiting Conversion Rate** |

Functional Area 2 (Shipping-Receiving)

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| **Position 1** | Shipping / Receiving Coordinator |
| **Provide Three Roles for** Shipping / Receiving Coordinator | |
| **Role 1** | “Analyze, close and file completed purchase orders and assist in freight claims”. (indeed.com, 2021) |
| **Role 2** | “Schedule appointments, assign doors and verify Purchase Orders”. (indeed.com, 2021) |
| **Role 3** | “Ensure paperwork is accurate and all necessary documentation is obtained to verify receipt quantity to invoiced quantity”. (indeed.com, 2021) |
| **Document 1 Title**  https://datausa.io/profile/soc/shipping-receiving-traffic-clerks | |
| **Provide 3 Data Points from** Document 1 Title | |
| **Data Point 1** | **Data 1** |
| **Data Point 2** | **Data 2** |
| **Data Point 3** | **Data 3** |
| **Key Performance Indicator for** Shipping / Receiving Coordinator | |
| **How is this position measured?** | **KPI 1**  **https://www.business.com/articles/nicole-pontius-important-kpis-for-warehouses/** |

**Continue with** Functional Area 2 **and research your second position:**

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| **Position 2** | Inventory Analyst |
| **Provide Three Roles for** Inventory Analyst | |
| **Role 1** | “Track key performance indicators for bulk receiving; identify and suggest possible solutions for ongoing issues.” (indeed.com, 2021) |
| **Role 2** | “Organize data received from various sources; format data clearly for review”. (indeed.com, 2021) |
| **Role 3** | “Ensure all parts leaving remote bases are managed efficiently; work with Spares management to provide reporting on bulk purchases and inventory at remote bases”. (indeed.com, 2021) |
| **Document 2 Title**  https://www.zippia.com/inventory-analyst-jobs/demographics/ | |
| **Provide 3 Data Points from** Inventory Analyst | |
| **Data Point 1** | **Data 1** |
| **Data Point 2** | **Data 2** |
| **Data Point 3** | **Data 3** |
| **Key Performance Indicator for** Position 2 | |
| **How is this position measured?** | **KPI 2**  **https://www.uspsdelivers.com/10-kpis-that-can-help-improve-your-inventory-management-process/** |

**Continue with** Functional Area 2 **and research your third position:**

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| --- | --- |
| **Position 3** | Operation Coordinator |
| **Provide Three Roles for** Operation Coordinator | |
| **Role 1** | “Submit and track order discrepancies on shipments from suppliers”. (indeed.com, 2021) |
| **Role 2** | “Process warehouse paperwork; scanning documents/filing paperwork”. (indeed.com, 2021) |
| **Role 3** | “Enter receiving transactions in ERP system and inventory count transactions”. (indeed.com, 2021) |
| **Document 3 Title**  https://www.zippia.com/operations-coordinator-jobs/demographics/ | |
| **Provide 3 Data Points from** Document 3 Title | |
| **Data Point 1** | **Data 1** |
| **Data Point 2** | **Data 2** |
| **Data Point 3** | **Data 3** |
| **Key Performance Indicator for** Operation Coordinator | |
| **How is this position measured?** | **KPI 3**  **https://insightsoftware.com/blog/35-operational-kpis-and-metric-examples/** |

# References

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