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# Example of Executive HR Job Description

Our company is looking to fill the role of executive HR. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for executive HR

* Order and maintain supplies, arrange for equipment maintenance
* Ensure legal compliance throughout human resource management
* The ideal candidate will be a highly trustworthy, loyal, hardworking professional who is team oriented, extremely agile and intuitive
* Performs daily work with medium complexity, including monthly payroll calculations, payroll registers, final payment calculation, data input in payroll system, foreign employees tax clearance computation, preparation of employer's return, preparation of local pension filing, Benefits administration, work permit applications, HR related matters
* Co-ordinate and administer internship and training programs
* Administer leave and benefits programs
* Maintain HR database and employees’ Personnel files
* Serve as a contact point for employee and liaise with third party vendors in resolving system issues or enquiries
* Co-ordinate work visas per statutory requirements
* Support expatriate management matters

## Qualifications for executive HR

* Complete relevant regulatory surveys for the country
* Review and complete Country Compliance Checklist
* Must have basic PC knowledge, minimum typing speed of 35wpm, ability to write and communicate professionally, bi-lingual fluency a plus
* Must be hospitality oriented, and possess the ability to work under pressure
* Should possess the ability to complete multiple tasks simultaneously
* Knowledge of office routine and procedures, and business organization and practices is required