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# Example of Executive HR Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of executive HR. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for executive HR

* Source and use effective hiring tools such as Linkedin, local websites, referral and other networks to maximize the candidate pools
* Build talent database for junior to senior level for Takeda Vietnam
* Possesses good interviewing skills and able to provide valuable feedback about candidate’s suitability
* Documentation of meeting results, recording notes, follow-ups
* Coach and guide managers in people management challenges
* Manage team meeting meeting schedule, coordinate agenda and materials for multiple staff meetings
* Manage calendars for multiple senior team members
* Invoice expense processing and oversight
* Manage the efficient and quality operations of global shared services programs, including tuition and electric/ hybrid vehicle reimbursement, immigration processing
* Develop overall HR governance and compliance oversight plan to ensure the function is meeting stated goals and objectives

## Qualifications for executive HR

* Skills - Grammatical, spelling, editing proofreading, Word Processing, Organizational - time management, workflow
* Clear focus on attention to detail and a flexible “can-do” attitude
* Bachelor’s degree in Human Resource Management/ any related disciplines or equivalent
* Well versed with the Malaysian employment related laws, familiar with statutory requirements and current HR practices
* Sound HR working experience within the South East Asia countries is a plus
* Familiar with Employment Pass/ Professional Pass applications