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# Example of Global HR Job Description

Our growing company is looking to fill the role of global 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 global HR

* Processing paperwork and monitoring reimbursements for assignment related benefits
* Processing invoices from home country
* Coordinating and managing language lessons for assignee, spouse and children
* Coordinating arrangements for school enrollment for dependents
* Coordinating intercultural training for assignee and spouse
* Process all third-party vendor invoices and ensure policy conformation

## Qualifications for global HR

* Facilitate and prepare paperwork for the initiation process by working closely with respective home country Human Resources personnel preparation of EPA, and all necessary authorizations, application of Totalization Certificates (for expats), and coordination of the look and see trip
* Work with third-party vendors with respect to destination services, house-hunting services, shipping, intercultural training and other services associated with the relocation of assignees
* Review and confirm housing lease agreements with in-house legal department and arrange for payments for security deposits and rent
* Draft assignment provisions (for expatriates) and local agreements (for inpatriates)
* Review details of Global Assignment contracts with assignees
* Monitor services provided to assignees by conducting surveys and following up with any issues