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# Example of HR Executive Job Description

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

## Responsibilities for HR executive

* In partnership with HR Finance, oversee the overall HR investment strategy and program portfolio
* Measure and report on the health and effectiveness of HR programs
* Oversee the management of large-scale HR programs
* Assist HR sub-functions in the strategic rollout and adoption planning of special programs
* Identify new opportunities and develop programs to deliver improved value and services to the business across all HR sub-functions
* Partner with HR leadership team to address concerns regarding internal HR performance and external performance across the business
* Design and own the vendor strategy, strategic vendor contract template and ongoing “global” management plan
* Design and develop the HR vendor management review process, collaborating with key stakeholders to define the plan and administrative requirements for use during the vendor review process
* Develop a set of metrics to measure and evaluate the efficiency and effectiveness of the HR function
* Provide leadership, guidance and professional development to direct reports

## Qualifications for HR executive

* Demonstrated ability to use sound judgment and communicate well with various levels of employees, management personnel and members are required
* Being service oriented is required
* Ability to communicate and interact with all levels of management and the public is required
* Experience gained from a Multinational working environment is preferred
* Computer literate and familiar with Microsoft Office, HRIS and able to work in a fast-paced environment
* Possess high level of integrity and able to maintain confidentiality of company’s and personnel confidential matters and information at all times