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# Example of HR Executive Job Description

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

## Responsibilities for HR executive

* Administer manual leave admin for assignees who are unable to access Time-Off system
* Managing end to end process of Talent Acquisition process for the region
* Ensuring Global TA KPIs are adhered to
* Executing Talent Acquisition Projects along with the team
* Ensuring weekly KPI reports and MIS is shared with stakeholders
* Ensuring vendor management and productivity is ensured as per team goals
* Preparation of Weekly and Monthly recruitment reports for internal circulation
* Excellent communication skills with the ability to communicate professionally and maintain a high level of confidentiality
* A collaborative approach to working, both internally within the team and with your business stakeholders
* Delivery of great service to your clients with it being a key focus in all that you do

## Qualifications for HR executive

* Must be able to maintain a high degree of confidentiality in all matters
* Knowledge of fairly complex word processing packages is required
* Highly self-motivated and must have a real drive to learn and grown
* Resourceful, proactive, reliable and committed with positive work attitude
* Flexible, adaptable, can-do team player
* Human Resources practitioner and/or Payroll and Benefits industry experience.· Extensive experience building relationships with clients is essential