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# Example of HR Expert Job Description

Our company is growing rapidly and is hiring for a HR expert. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for HR expert

* Staying abreast of the relevant tax legislation in the area of Personal Income Tax, Social Security and avoidance of double taxation and dual social security
* Building a network and advising IA Team and local HRDs in four Regions on ensuring governance and consistent application of the PMI guidelines in the area of tax and social security
* Working closely with the IA Department in order to reduce overlaps and driving efficient execution
* Preparing all relevant documents for international assignment agreements, cost projections, tax impact estimations, termination implications’ reports, various instructions using the internal/external calculation tools and cooperating with assigned external tax advisor (when appropriate)
* Collaborate with Business Partners to identify and understand business requirements, to share knowledge and expertise and to offer solutions within SAP HCM, SAP BI, or Success Factors
* Lead individual and/or group projects in the Master Data Management (MDM) Team to implement new global HR systems or functionalities
* Ensure that projects always support the governance and optimization of data quality and integrity
* Enhance process efficiency by closely working with process owners and delivering best practice methods and services
* Manage and actively drive the development of the IT landscape for or related to HR MDM including integration and interfaces with other systems
* Build strong and reliable relationships with stakeholders within and outside the HR function and lead communication towards them

## Qualifications for HR expert

* Multiple country HR regulations knowledge is preferred
* Work experience in international environment/team/global company preferred, preferably internal Novartis talent
* 10+ years’ experience in sales (Direct Sales), preferably in selling to the HCM Line of Business
* Bachelor Degree in HR/other related field is preferred
* 1-2 years of working experience in an SSC environment preferred Working experience in a call centre operations preferred
* Work experience in virtual/remote teams, preferred Work experience in international environment/team/global company preferred