



# Example of Global Human Resources Job Description

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Our innovative and growing company is looking for a global human resources. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for global human resources

- Advise clients on the resolution of employee relations and performance management issues, provide coaching, counseling and conflict resolution
  - Partner with managers in the business on HR issues and strategic projects including performance management, diversity, career development
  - Develop Brand, Function or Geographic global workforce plans in line with business requirements
  - Accountable for driving organizational effectiveness and establishing organization structure guidelines
  - Manage the workforce plans during the budget cycle while partnering with Regional HRBP to understand regional requests
  - Lead global business counterparts through large-scale people and/or change management initiatives including business transformations, organization design/evolution/development, restructuring, etc
  - Design global brand organizational structures based on business priorities and channel of distribution while partnering with Regional HRBP to ensure Local and Regional relevancy
  - Coach Managers in leading global/regional teams, living corporate values and conforming to global standard policies/processes
  - Thoroughly understands what drives success of our product at market
  - Leads efforts to develop goals that align and support the strategic direction of the organization
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- Provides coaching to leaders and managers to exhibit versatility and make adjustments for cultural and work styles differences
- Advise on good Human Resources practice, terms and conditions of employment, staffing and the labor market, the organization of work, and the working environment
- Encourage the development of effective consultation and communication at all levels in the company
- Maintain good communication between HR and line departments/functions in order to be more customer-focused when serving their needs, utilizing staff opinion survey, communication group, regular plants and office visits
- Ensure and maintain consistent HR principles, approaches and standards and encourage a uniform HR system to be applied throughout the plants
- Respect and promote the profession requirements for the confidentiality of information entrusted to him/her during the performance of the duties