



Example of Global Human Resources Job Description

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Our company is looking to fill the role of global human resources. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for global human resources

- Achieve the fullest possible development of the capability of the employees commensurate with the opportunities available and the needs of the organization
- Assist in manpower planning and budgeting the control
- Establish and maintain an updated human resources information system and manage the use of this information and data
- Provide services to aid in expatriate staff to settle in their place of base and offer support and assistance to them when required during their assignment
- Analyze the cost of turnover and maintains the turnover rate on a healthy level
- Ensure effectiveness of local Factory Wage and Benefit Surveys for Factory Annual Wage ACT
- Manage the on-boarding of all employees at all levels
- Handle staff grievances, engage in staff counseling, review employee handbook, carry out exit interviews and staff opinion survey
- Assist management in respect to staff discipline and taking necessary action against staff misbehavior
- Ensure a comfortable working environment, harmonious working atmosphere, and maintain the organizational culture

Qualifications for global human resources

- Encourages high level of engagement and stewardship activities

- Serve as the liaison between each member country's Human Resources organizations to align country specific programs across all locations focusing on gaining consistency of service and quality throughout the entire organization
- Work with designees to ensure all transactions are performed accurately, timely and in conformance with established guidelines, practices and policies in each global location
- Coordinate the salary review process in collaboration with aligned country Human Resources designees to ensure salary and incentive compensation guidelines are met and is administered consistently throughout the organization
- Develop and coordinate a fair calibration process at Interim and Year-end for all staff that conforms with each global location's guidelines, policies and procedures