



Example of Global Human Resources Job Description

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Our company is growing rapidly and is looking to fill the role of global human resources. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for global human resources

- Global process owner for HR
- Translate business requirements into process & system requirements
- Prepare and execute global launches (incl
- Design and configure complex content frameworks
- Support markets in local implementations (incl
- Setup global report templates and dashboards and extract ad-hoc reports for senior management
- Continuous improvements and ongoing work on simplification and user friendliness of the processes and system
- Conduct regular training of local administrators ongoing support of local administrators/super users
- Establish global support setup (governance, procedures)
- Build expert competencies in HR Shared Service Centre

Qualifications for global human resources

- Solid spoken English and native level Japanese are necessary
- Minimum of 5 years work experience as L&D, Training professional
- Experience in the retail industry is not required but an advantage
- Must work well in small and large group environments, independently
- Minimum 10 years of progressive HR experience across multiple HR disciplines
- Experience within HR and understanding of expatriate processes, tax,

