



Example of Human Resources Business Partner Job Description

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Our innovative and growing company is looking to fill the role of human resources business partner. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for human resources business partner

- Work with managers to assess talent needs
- Responsible for managing the incentive plans for the marketing function, ensuring the plans are driving the right behaviors to support the business goals
- Manage the immigration requirements process for foreign nationals including H1-B visa holders
- Partner with local and remote peers including HR Business Partners and HR site leads to work collaboratively, share best practices, leverage projects and learnings, and drive consistency in programs, practices, and communications where appropriate
- Support and manage other division HR projects as assigned
- Provide ad-hoc HR generalist support to DPQ business HR Manager as needed
- Builds credibility and develops trusted relationship with business leaders
- Works with business leader to support business goals and get results
- Works with business leader to implement HR programs and organization design as needed
- Works with business leader to identify talent and implement career pathing and succession plans

Qualifications for human resources business partner

- Excellent practice and understanding of local Labor Laws
- Ability to work on HR IS projects
- Proficiency with Microsoft Office suite, including intermediate to advanced Excel & PPT functionalities
- Proven ability to work with multicultural teams in a very international environment
- Bachelor's degree with a concentration in Human Resources or equivalent