



# Example of Human Resources Executive Job Description

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Our innovative and growing company is looking for a human resources executive. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for human resources executive

- Coordinate data collection, review and submission process for Mandatory Provident Fund (MPF)
- Reconcile, process and analyze periodic employee benefit vendor invoices for all benefit vendors (health & welfare, MPF)
- Provide periodic reports on actual & projected benefit program participation and costs to HR and Finance Departments
- Provide analysis and projections (trend analysis) to support fringe benefit budgeting process
- Coordinate with the Country HR Generalists to produce monthly turnover reports & analysis for APAC
- Coordination & facilitation of compensation & headcount budgeting processes – ensure current formats & requirements are communicated to and followed by HR Generalists
- Provide assistance with the administration of Performance Review Process and prepare summaries
- Participate in compensation & benefit surveys and analyze results
- Preparing event and meeting materials including assisting with the creation of presentations, handouts and other related materials printing, binding and collating of materials for team, company and Board of Director meetings
- Act as a lead on the facilitating and coordination of communications and administrative procedures across the HR team

- Ease in adapting to changing priorities and comfortable working in a fast-paced and evolving environment
- 7-10 years of human resources generalist, ideally as a senior HR Business Partner for a multi-functional, multi-line-of-business organization
- Experience handling complex organizational development / design projects in partnership with COE partners
- Experience heavily interfacing with international clients in major regions (EMEA, Latin America and Asia Pacific)
- Strong knowledge and experience partnering with P&O Business Partners (generalist), Talent Acquisition/Management, Benefits, Compensation, Leadership and Organizational Development, Employee Relations, and Diversity & Inclusion functions
- Exceptional client relationship management skills and demonstrated experience in developing consultative relationships with top executive leaders, including the ability to influence decision makers to think strategically and critically