



Example of Human Resources Executive Job Description

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

Responsibilities for human resources executive

- Handle full process of recruitment & selection work independently for Hong Kong and other APAC branches, Bangladesh, Cambodia, Indonesia
- Plan recruitment and talent acquisition strategies and explore recruitment channels
- Analyze staff turnover data and make recommendations to line
- Enhance and sustain employee engagement level
- Plan and lead employee engagement programs based on organization strategies
- Ensure implementation of HR programs in line with HR policies and guidelines
- Support Senior Business Partner to deliver various people strategies
- Provide advice and solutions on training & development needs
- Assist on staffing issues, hiring and people development needs
- Handle full process of recruitment & selection work independently for HK and other APAC branches, Bangladesh, Cambodia, Indonesia

Qualifications for human resources executive

- Must be able to demonstrate excellent selling, recruiting, negotiation, communication and problem-solving skills
- Degree holder in Human Resource Management or related disciplines
- Knowledge of employment and labor law required
- The ideal candidate will have 6+ years experience at a management consulting firm or in an internal consulting, process re-engineering or change

- Recruiting - Strong background in all aspects of recruiting with a history of driving both strategic and tactical improvement initiatives within a comparably large and complex global organization
- University Degree in Human Resources