Our company is growing rapidly and is searching for experienced candidates for the position of human resources executive. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for human resources executive

- Managing across the organization through influence and by building strong, collaborative relationships
- Aligning the field organization around change
- Assess the University's training and development needs
- Develop and design blended learning strategies to enhance the skill sets of University staff
- Develop and design blended learning strategies to support managerial staff in their roles to support and deliver upon the University's mission (business) and to manage the University's workforce (people)
- Partner with leadership/management to develop change management competencies to ensure successful execution of projects and initiatives
- Develop, design and deliver rewards/recognition programs that support the University's business objectives
- Assess departmental organizational issues and capabilities, identify competency and talent gaps, and develop, execute appropriate strategies and solutions to enhance performance and build people management skills
- Develop communication strategies and prepare materials to support initiatives
- Maintain awareness and knowledge of contemporary organizational development theory, methods, and provide suitable interpretation to the

Qualifications for human resources executive

- Execution orientation with high attention to detail
- Bachelor's degree plus a minimum of 4-6 years of project analyst and administrative experience required
- Proven ability to handle confidential information with discretion combined with poise and professionalism in all communications
- Proven analysis and project analyst skills
- Minium 2 years working experience in HR or related fields
- Analytical thinking,problem solving skills and drive for results