



Example of Human Resources Executive Job Description

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Our company is growing rapidly and 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

- Partner with the various Asia Pacific HR Country heads to ensure appropriate development of meaningful, value add MIS, and provide regular examination, interpretation, explanation and implication of business results
- Ensure adherence to various HR operating standards, protocols and policies
- Oversee the financial management structure - GL accounts & cost centers
- Identifying risks and opportunities for each market/Country
- Assess the impact of investment decisions
- Planning and reporting analysis and support for various HR Country Leaders
- High level of interaction with the non Asia-Pacific HR Executives and finance teams
- Be responsible for and secure the administrative processes for pension, benefits and incentive plans Long term incentive plan
- Manage and review benefits, global Pension Policy, Severance guidelines
- Manage new hire onboarding process, routinely auditing candidate's progress via HeRO, PEAX

Qualifications for human resources executive

- Experience in maintaining HR system
- Strong sense of responsibility, detail mind and think out of the box
- Fluent in spoken and written in English and Chinese
- Demonstrated knowledge of multiple human resources disciplines (employee

- Critical eye for details and processes excellent verbal and written communication skills in English and Cantonese
- Knowledge and experience in multi-media communications and graphic design or video editing for internal communication a plus