



Example of Human Resources Lead Job Description

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Our company is growing rapidly and is hiring for a human resources lead. 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 lead

- Manage an Associate within the Asia Reward Centre of Expertise (COE)
- Participate in regional and global reward initiatives as part of the wider Global Reward COE team
- Liaise with Global Reward team to provide regional input and insights into reward matters, including market trends and data, competitive practice and regulatory developments
- Advise on appropriate reward structures for employees
- Manage Asia remuneration operations including annual remuneration review process and maintain employment cost database
- Provide advice and guidance through use of data analysis, modelling and interpretation
- Manage external vendor (brokers & insurers & benefit providers) service level
- Work with the external employee benefits broker to ensure plan design follows current benefits strategy and recommend benefit plan design changes during annual renewal process in order to address market competitiveness, statutory minimum and legal requirements whilst also factoring in cost and precedent
- Work to support the global D&I agenda in relation to reward related items in Asia
- Assist in ad hoc management reporting and analysis

Qualifications for human resources lead

- HR Strategy experience preferred
- Communication – build relationships and maintain clear channels of communication with stakeholders and project team members to negotiate feature priorities
- Work closely with Country Leader and local leadership team to identify, develop and implement people strategy and practice that fulfills business needs and help achieve business goal
- Engage and support leaders on organizational change management, employee issues and sustainability
- Support the development of high performing teams