



Example of Human Resources Professional Job Description

Powered by www.VelvetJobs.com

Our company is hiring for a human resources professional. 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 professional

- Timely completion of Payroll instruction reports
- Liaising with the expat team in relation to exercises by employees who are or have been expatriates
- Ongoing reconciliation of the stock plan general ledger accounts to enable the submission of accurate and timely monthly reporting
- Completing and providing stock exercise confirmation reports to current and ex-employees
- Providing monthly reporting to Compliance on stock exercise activity
- Managing the annual enrolment of the Employee Stock Purchase Plan and completing the quarterly purchase instructions
- Work with HR Business Partner / Estate on death in service cases
- Ensuring that queries raised on the Case Management Tool (CMT) are investigated and answered within agreed timescales
- Taking telephone queries in a professional manner
- Workday and PeopleSoft core table maintenance

Qualifications for human resources professional

- Ability to execute processes accurately and to deadline
- Provide support to HR Centers of Excellence and other business owners in the firm on integrations with Workday

- Conduct audits to ensure data integrity
- Partner with HRIT in the design and delivery of integration in Workday