



Example of Human Resources Professional Job Description

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Our innovative and growing company is looking for a human resources professional. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for human resources professional

- Provides full HR business partnership including counseling, employee relations, orienting and training new leaders on interpretation and administration of HR policies, talent management processes, survey action planning, leadership development initiatives, for assigned client groups
- Support internal/external integration with Workday, including design, testing and troubleshooting
- Provide support to HR Centers of Excellence and other business owners
- Receive incoming calls from employees, provide general information for these inquiries, and log the calls into database
- Assist the Global Mobility Manager to review and develop the Global Mobility Suite of policies, including the tax equalisation policy
- Assist the Global Mobility Manager to identify and implement process improvements and roll out/communicate mobility initiatives
- Project Management the Annual Calendar Year and Fiscal Year compliance seasons, working with the HR and payroll teams across the organisation's network to obtain, log and provide the compensation in a simple and efficient manner
- Obtain information on the tax equalisation balances to be obtained from the tax return process, track and monitor receipt
- Assist the Global Mobility Manager to ensure correct assignment structure alongside mobility policies and establish compliance requirements

Qualifications for human resources professional

- Assist the Global Mobility Manager to complete assignment cost calculations or manage process with tax service providers as appropriate
- Complete the annual STBV report, alongside quarterly calendar reviews
- Complete the PSA report and manage PSA costs
- Develop and implement employment tax standards and controls, alongside review and development of employment tax policies as required
- Completion of UK payroll calculations for expatriate payrolls (Modified PAYE and NIC) alongside assisting the Global Mobility Manager to set up and establish global shadow payrolls in key locations
- Review social security position of new assignments and complete applications for certificates of coverage