



# Example of People Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of people. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for people

- Prepares monthly reports and executive summaries with budget & headcount analysis
- Collates global personnel costs, payroll & rewards costs and carries out detailed analysis comparing to people plans (Budget or amended forecast)
- Liaises with regional finance and HR to understand variances to plan
- Prepares monthly people statistics including head count & turnover reporting to identify global vacancies and trends and develops for HR and Finance needs
- Maintains monthly commentary on variance explanations and tracks the future costs to be incurred, such as variable bonus and incentive schemes
- Provide consolidated data and analysis to WW Divisional Controller
- Tracks all HR Budgets relating to recruitment costs
- Design innovative, dynamic pages for the print magazine and our print publication offshoots
- Attend photo selects, proactively conceptualize and organize images in fresh ways on your pages while working directly with editors on creative, intelligent design solutions
- Commission infographics and illustrations, design icons and graphic elements

## Qualifications for people

- Process and data guru
- Support HR and Talent Teams in completing regular and special assignments

- Collaborate with People team to tackle complex problems and solve them creatively
- Previous experience of cost control relating to people
- CIMA or ACA qualifications advantageous