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# Example of Corporate Manager Job Description

Our company is growing rapidly and is hiring for a corporate manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for corporate manager

* Responsible for Corporate New Hire Onboarding and Orientation
* Manage status feedback of all new hires through 180-day probationary period
* Responsible for HR vendor management (Merchants, Advanced Online, The Network, EPLI, BeeKeeper)
* Partner with SVP & VP of HR on Corp
* Partner with department heads to serve as a HR resource in employee relations to include
* Oversee HR communications to Corporate & Hotels regarding important updates, initiatives, and deliverables
* Create and distribute assigned company-wide announcements
* Responsible for corporate event planning and execution
* Trains other tax department personnel in all facets of the tax function
* Oversees the Company's tax risk assessment and long term tax strategy

## Qualifications for corporate manager

* Ability to collect and analyse data
* Minimum of 4 years of experience in Operations in a luxury hotel environment, preferably minimum of 2 years of management experience
* 2-4 years experience in Hospitality is a plus
* Must possess exceptional recruiting skills to identify passive candidates through various internet sources
* ADP EV5 HRIS Knowledge a plus
* Typically requires a Bachelors degree and eleven or more years of progressively complex experience with at least five of those years in management