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# Example of Employee Human Resources Manager Job Description

Our company is searching for experienced candidates for the position of employee human resources manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for employee human resources manager

* Engage with business leaders and senior HR colleagues providing professional and expert ER advice & solutions
* Support the Head of ER in managing resource for planned, cyclical and unplanned activity
* Work closely with Business/ HRBPs and People Solutions teams to ensure all ER activity is fully scoped, sufficient resource is allocated, and to highlight any risks, issue, assumptions and dependencies with the PM
* Facilitate site assessment process and candidate selection
* Active involvement with new hire onboarding process
* Class instruction on topics including teaming, giving / receiving feedback, accountability, and communication to ensure site culture is instilled in new employees
* Understand financial metrics / operating rhythm and how HR activities are influenced to best support leadership and the teams in outlining HR strategy related to financials
* Maintain a current Strategic Workforce Plan and use HR analytics to map attrition / hiring trends
* Understand interaction between business planning and budgeting (e.g., IC planning, restructuring, hiring, productivity metrics)
* Demonstrate a range of coaching techniques in a variety of coaching relationships and select appropriate coaching approach / techniques for a variety of situations often in real time

## Qualifications for employee human resources manager

* Minimum of 5 years recent and direct Human Resources experience resolving complex employee relations issues
* Extensive knowledge of human resources laws, regulations, and best practices
* Experience in developing and analyzing human resources policies and procedures
* Working knowledge of the Microsoft suite of office products required
* Must have excellent oral, written and presentation communication skills and a demonstrated ability to communicate with all levels including Senior Management and the Board of Directors
* BA/BS degree in Human Resources / Labor Relations or a related field, or 4 years equivalent work experience preferred