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# Example of HR Director Job Description

Our company is growing rapidly and is looking for a HR director. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for HR director

* Orientation of faculty
* Orientation of Staff
* First year programming for new faculty and employees • Human Resources related school-wide communications
* Management training program for supervisors and managers
* Lead the design and delivery of the Market Employee Plan
* Creates high performing HR team
* Creates a “One HR” team culture across all HR resources in the market and encourages team work
* Partner with legal department as needed/required
* Oversee recruitment advertising, applicant selection, pre-employment/post-offer screening processes
* May be responsible for payroll functions as appropriate, depending on country and regional structure

## Qualifications for HR director

* Knowledge of Microsoft Word, Power Point, and advanced knowledge of Excel and Access
* Significant knowledge of HR policies and processes
* Overseas experience is preferred
* Experience in creating and implementing a strong employer brand in the local market and beyond, and implementing effective and innovative recruitment, starting with the opening annual seasonal recruitment, effective on boarding process
* Effective communication and listening counselling skills
* Requires BS/BA degree or equivalent with 12+ years of related experience and 6+ years of direct management experience