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# Example of HR Leader Job Description

Our growing company is looking to fill the role of HR leader. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for HR leader

* Oversees administrative functions including payroll, labor analytics, HRIS, administration of Variable Incentive Pay plan, employee records and resolution of employee questions, concerns and/or issues
* Establish and achieve performance results to exceed key metrics
* Communicating & assuring alignment & cohesion across the GBS – HR workforce
* Managing Southern Europe team of 14 employees (including 3-4 part timers), who is responsible to provide agreed HR administration services to 8 European countries (FR, SP, PT, IT, CH, PL, CZ, SK) and provide admin support on specified tasks
* TL is closely in contact with HR SS Managers in local countries and is building a close relationship with local HR teams
* Provide monthly/agreed performance information to HR SSC Manager and customers
* Monitor the demand on workload of the team to ensure motivation and customer satisfaction – referring to the customers to agree new plans where needed
* Ensure that the HR Oracle system and any associated databases are maintained on time and accurately
* Using BPI and KPI information identify areas to improve performance
* Support broad range of Local and Corporate strategic HR initiatives to progress HR function within the site

## Qualifications for HR leader

* Ensures efficient operations within the team and with others
* Ability to deal with complex issues, identify solutions and implement them
* Ability to work under own initiative, with minimal supervision in order to manage workload to meet strict monthly and annual deadlines
* Effective communication & excellent people management skills are a must
* Knowledge of Shared Services ethos and key drivers for success
* Knowledge of local Labor regulations