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# Example of HR Manager Job Description

Our innovative and growing company is searching for experienced candidates for the position of HR manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for HR manager

* Able to develop strong employee relations at all levels of the organization
* Keep current on local laws and regulations, to ensure compliance in HR practices and internal/external audits
* Developing strategic business plans to drive the business forward
* Process improvement wherever possible
* Responsible for all HR function during large acquisitions and merges
* Dealing with senior stake holders on a daily basis
* Manage and develop a small team of junior HR staff
* Full ER management, including holding disciplinary meetings
* Development of strong internal and external relationships
* Actively participates in the recruiting process, attend kick-off meetings, check-in with recruiters and clients

## Qualifications for HR manager

* Talent management guru
* Call center experience, both exempt and nonexempt
* May serve on the Denver site management team focusing on driving local engagement plans and other activities that increase engagement and reduce company risk and exposure
* Must be able to work across in a matrix organization that crosses multiple time zones and flex schedule to support a large global team
* Excellent communicator skills – both written and verbal
* 3-5 years progressive work experience in the field of HR