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# Example of HR Manager Job Description

Our growing company is looking for a 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

* Provide services directly to site business partners or act as liaison between clients and HR Centers of Expertise
* Assess and prioritize functional workforce needs and collaborate in identifying solutions and leading their implementation
* Provide guidance on organization effectiveness, change and design interventions and initiatives within the respective division
* Continue to build out best in class capabilities and help the leadership team develop and acquire the right talent
* Provide guidance on organization effectiveness, change, and design interventions and initiatives within the respective client groups
* Assess, prioritize, and represent divisional workforce needs to HR COEs
* Engages in ongoing assessment of HR process effectiveness and identification of improvement opportunities and solutions
* Consult with management in the strategic planning process and develop and implement aligned HR strategies that support business priorities
* Partner with senior business leaders to drive business results by defining the necessary people actions to successfully execute the business strategy
* Drive performance excellence, ensuring that goal-setting, follow-up and corrective actions are taken in a timely manner

## Qualifications for HR manager

* Coach and support HR Coordinator to develop capability to respond to more complex employee queries
* Previous experience within FTSE 250 desired
* Bachelor's Degree from an accredited 4-year university (equivalent experience may be considered)
* 3-5 years of relevant HR management experience
* Strong knowledge of HR laws, policies, programs, and procedures
* Experience with payroll, HRIS, and time & attendance software