Downloaded from <https://www.velvetjobs.com/job-descriptions/hr-program-manager>

# Example of HR Program Manager Job Description

Our innovative and growing company is looking to fill the role of HR program manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for HR program manager

* Attend all senior leader staff and planning meetings
* Drive coordination and facilitation of the WWCS HR Monthly Business Review
* Plan and facilitate the WWCS HR Q1/Q3 Annual Planning Meetings
* Plan and facilitate the WWCS HR Q2/Q4 All Hands Meetings
* Research and help author key narratives, including MBRs/QBRs, Strategic Planning Session Documents, and contributions to OP1/OP2 docs
* Track WWCS HR goals in partnership with HR PMO Leader
* Own WWCS HR Connections analysis, reporting, and action item follow-up
* Streamline reporting for easy consumption and distill data for further deep dive and Sr
* Respond to CS HR data/policy/practice inquiries on behalf of the HR Director
* Support additional HR projects, as necessary

## Qualifications for HR program manager

* Extremely strong interpersonal skills, discretion, and judgment
* Experience working in a collaborative role and in the application of influencing skills to achieve results
* Ability to travel up to 10% (US and International)
* Proven ability to build strong working relationships interact and present effectively with credibility at all levels of the organization up through VP level
* Ability to think globally and adapt to differences among cultures
* Demonstrate the ability to use both formal and informal influencing skills in a cross-matrix organization