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# Example of HR Project Manager Job Description

Our company is looking for a HR project 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 project manager

* Manage workload of Project Resources
* Proactively identify and resolve issues that would present a risk to on-time implementation of the program/project
* Play a role in performance management
* Deliver Solutions – Implement additional Workday solutions and services to meet long term HR and Payroll business needs
* Communication - Own communications to project members and stakeholders on progress, issues, and risks including regular status updates and periodic white paper analysis
* Deliver the harmonisation project plan to the timelines envisaged
* Work closely with the HR community to ensure that the Harmonisation plan remains aligned with other HR projects
* Complete the development of all communication materials and refresh as required through the process, including FAQs, Manager briefing notes
* Produce individual letters for colleagues with harmonised terms, tracking delivery and making amendments/recording as required
* Work with HR Operations and policy teams on any necessary policy changes, updates to training materials and working with shared service centres where impacted

## Qualifications for HR project manager

* Microsoft Project - project plan creation and maintenance and conceptualization of project components and deliverables
* Ability to facilitate project planning meetings to articulate project components and deliverables
* Ability to Invent & Simplify
* Strong diving deep, problem solving and critical thinking skills
* Working experience in Middle East countries
* Identifies and mitigates project risks