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# Example of HR Project Manager Job Description

Our innovative and growing company is looking for a HR project manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for HR project manager

* Ensuring all transition /special projects at HRS follow a consistent transition methodology approach and execution model
* Work with multiple Business Stakeholders (HRT, HRS, HR) for implementation of HR Technology Solutions
* Drive Change Management across businesses for Large Scale Projects
* Liaise with Business SME and Business Analyst for capturing Business Requirements
* Responsible for transition toolkit adherence and tollgate review process
* Assist in training Operations Staff and coordinating knowledge transfer activities
* Proactively identify and escalate issues and risks to the Stakeholders
* Develop and Execute Intake & Prioritization of the HR Portfolio
* Develop and Execute the Resource and Capacity Management Model to support the HR Portfolio Book of Work (Enterprise Resource Management)
* Lead Portfolio What If analysis with appropriate stakeholders

## Qualifications for HR project manager

* Display a commitment to self-development – gradually increase knowledge of the business, HR policies and processes and assume more complex work over time across varied HR project types
* Excellent written and verbal communications skills - ability to interface with all levels of the organization, specific strength in influencing decision makers setting and managing expectations
* University Degree in Economics, Business Administration and/or equivalent, preferred major in Human Resources
* Fluent in English (oral & writing) mandatory and preferable also in German
* Strong analytical mindset and conceptual thinking skills
* Outstanding project management skills (e.g., multi-tasking, prioritization)