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# Example of HR Project Manager Job Description

Our 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

* Charter projects in our roadmap with a focus on achieving our capability goals
* Establish, maintain, and report on the critical success measures, performance objectives and process and procedure to control project operations and changes
* Establish and maintain metrics to indicate the health and progress of projects
* Verify and validate projects, ensuring adherence to standards and alignment with the vision
* Ensure there are regular reviews, accountability and management of projects including hands-on management of individual projects
* Coordinate organizational change management efforts associated with our projects
* Resolve any blockers in projects or initiatives underway that are impeding program success
* Investigate and evaluate opportunities to improve work flows and delivery models to increase efficiency and delivery velocity
* Help maintain our capability and maturity model as new issues are identified and capabilities are achieved
* Collect and document user requirements

## Qualifications for HR project manager

* Minimum 10 years HR management experience
* Ability to travel frequently (auto and air travel) to U.S. distribution centers, fulfillment centers, and warehouses up to 50%
* Results driven with a high sense of urgency
* SPHR/PHR certification is desirable
* Minimum of 5 years required in project management
* Bachelor’s degree or equivalent in Human Resources, Business, Finance, Economics, Data Sciences, or other relevant field