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# Example of Human Resources Project Manager Job Description

Our innovative and growing company is looking for a human resources project 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 human resources project manager

* Handle the recruitment for all non-managerial positions of the respective support areas (pre-selection of applications, conducting job interviews, on-boarding)
* Manage the key HR processes for your defined area of responsibility (Salary review, TLU, PCP, SCORE, succession planning)
* Undertake short and midterm Personnel Marketing activities to attract the right candidates (advertisements, cooperation with schools, ) in cooperation with our colleagues from Future Talents & Talent Acquisition
* Pro-actively manage the design and implementation of global HR projects (tools, processes, HR standards)
* Drives the selection, creation and application of comprehensive project plans, detailing project schedule, resource and time estimates, quality requirements and metrics, and organizational change management activities
* Negotiates and actively manages project schedule, scope, resources and budget to meet project and client needs
* Prioritizes multiple complex projects
* Anticipates and plans for how project team decisions impact the client
* Plan and execute HR projects in the three process areas of the COE, including developing project work plans which include the approach, tasks, owners and timelines, a readiness and change plan (when applicable), a communications plan and a deployment plan in order to ensure effective completion
* Develop project prioritization and present to process lead / owners

## Qualifications for human resources project manager

* Experience managing projects with technology components including general understanding of the software development lifecycle (SDLC) and providing work direction to technical resources
* Proven ability to effectively build and maintain relationships with business and technology partners
* Demonstrated ability to accurately translate business and technology needs into well-designed project approaches
* Strong verbal and written communication skills including solid meeting facilitation
* Demonstrated capability in standard office and project management applications such as Microsoft Office, Microsoft Project and Visio
* Results-driven and capable of working independently working as part of a cross-organizational team