Downloaded from <https://www.velvetjobs.com/job-descriptions/human-resources-project-manager>

# Example of Human Resources Project Manager Job Description

Our growing company is hiring for a human resources project manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for human resources project manager

* Develop project plans and identify timelines
* Report status to the SVP of HR and hold recurring meetings to ensure proper direction
* Liaise with ITG and facilitate communication between working teams/individuals
* Develops, presents and maintains project plans, including business cases, staffing requirements, detailed budgets, work breakdown structures and schedules
* Help ensure that projects are routinely prioritized, reported, managed and status is communicated to ensure business value is delivered
* Help develop project plans and consistently deliver progress reports, proposals and requirements documentation of presentation materials
* Help define project scope, objectives, milestones, success criteria and deliverables that support business goals in collaboration with stakeholders
* Help design, document and implement appropriate protocols
* Provides advice, consultation and communication to Beijing Project Team in regards to benefits, payroll, compensation, training, recognition counsels clients on performance management, policy interpretation and employee relations, with a focus on maintaining respectful workplace, providing onboarding support and collaborating closely with project leaders to ensure solid communication within the project team
* Primary contact on questions related to general human resources queries related to payroll, benefits, HR policies, leaves of absence, employee transfers, etc

## Qualifications for human resources project manager

* Highly organized with a structured work style, methodical thinker, with strong attention to detail
* Able to undertake the Business Analyst role within the project to identify and propose solutions for any area of the project including the operational procedures, or business processes or the IT application
* Able to take the initiative and display problem solving capability with a can do attitude
* Effectively able to communicate across all levels of the organisation including management, key business sponsors and with external service providers
* Able to determine and resolve project slippage and scope changes in respect of the overall project, prioritise deliverables to ensure milestones are met
* Confident and able to convincingly structure, summarise, present and defend recommendations both orally and in written report form to all levels including senior stake holders