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# Example of Human Resources Project Manager Job Description

Our company is growing rapidly and is looking to fill the role of 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

* Work closely with Head of Technology HR Coverage to lead and facilitate the planning and execution of various projects related to employee engagement, leadership and management training programs, diversity and culture initiatives, and rewards and recognition
* Present ongoing updates to HR Team and clients on HR initiatives
* Support the “Year-End” Processes related to Performance Evaluations, Compensation and Promotion
* Liaise with Compensation and Data Teams to ensure clients’ reporting and data needs are met
* Support managers with documenting and communicating ongoing performance feedback
* Lead matrix project teams, influence leaders within HR, Shared Services and other functions across the business, monitor project plans, milestone achievement, dependencies in order to achieve agreed upon outcomes on due date
* Communicate/report/etc status, critical, issues, etc
* Identifies process and operational roadblocks
* Analyze, research and design functional specifications from internal and external industry sources for HR best practices to meet business requirements
* Define requirements, manage priorities, and ensure effective functioning of projects

## Qualifications for human resources project manager

* Consulting - Helps customers solve business problems through diagnostic thinking, effective questions and creative thinking
* Customer Focus - Focuses on understanding the requirements of customers
* This is a global role dealing with people from all over the world on a regular basis
* Training in Operational Effectiveness
* The ideal candidate will have provided HR support in a project-based environment (entertainment, construction, urban development, design firms)
* An outstanding knowledge of HR processes