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# Example of Manager, HR Services Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of manager, HR services. 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 manager, HR services

* Develops good working relationships with colleagues across Europe to share best practice and develop new ways of working
* Excellent project management skills with ability to manage successful project execution across different business units
* Strong HR business knowledge with demonstrated ability to deliver results exceeding expectations of key stakeholders
* Expert people management skills including hiring, coaching, motivation to help others achieve their full potential
* Expert project and program management skills for large scale initiative working with multiple stakeholders achieving meaningful results
* Partner with the Business and HR community in the country
* Ensure all team members understand their roles and responsibilities and are clear on their annual objectives
* Leadership of the HR services team ensuring efficient and effective delivery of the country Hire to retire processes
* Design and maintain an appropriate organisational team for HR services in country
* Responsible for the annual budget planning for the HR services team

## Qualifications for manager, HR services

* Knowledge of AonHewitt Policies, Manager Tools and Resources (i.e., Transaction Center, Associate Resource)
* Works at the computer 75-80% of the time
* Experience and familiar working with a world-class HR system (SAP, Oracle, PeopleSoft)
* Good general Human Resources skills and knowledge in similar function
* Some knowledge of Human Resources and Employment Laws in the Asia Pacific Region
* Advanced level of computer skills with ability to use advanced features of various software programs including Word, Excel and PowerPoint