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# Example of Manager, Human Resources Job Description

Our company is searching for experienced candidates for the position of manager, human resources. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for manager, human resources

* Advises and guides managers on employee relations issues in accordance with Company policy, best practice and statutory requirements
* Trains, coaches and champions key human resources initiatives as it relates to Talent Management, Compensation Administration, Benefits Administration, Orientation/On-Boarding and Performance Management procedures and processes
* Partner with Managers and the Recruiting team to identify resourcing needs and attract talent
* Work with the HR Advisor and US HR Operations team to ensure downstream activities are executed in a timely manner
* Partner with Managers and Editorial General Managers to execute the annual compensation review process HR Operations
* Assess HR service delivery and operational processes for improvement opportunities
* Communicates with Finance on all matters relating to employee data, pay status, increases, new hire/departure data, bonuses
* Provides support for key projects such as talent review roll-ups, restructurings, annual HR planning process
* Communicates with Payroll, Finance and Accounting on all matters relating to employee data, pay status, increases, new hire/departure data, bonuses
* Coordinates and/or takes on ownership of various projects encompassing all areas of Human Resources, both assigned and self-initiated, as per Sr

## Qualifications for manager, human resources

* A minimum of 10 years’ experience in HR, of which a minimum of 5 years in a HR manager role
* Self-starter highly motivated and achievement / results oriented
* Comfortable operating independently when required
* Excellent competency in Excel and PowerPoint
* 7+ years Senior HR Generalist experience in a fast paced, high growth environment
* Ability to support company wide talent initiatives with excellence in a fast paced, global corporate environment