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# Example of Project HR Manager Job Description

Our company is growing rapidly and is looking for a project HR manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for project HR manager

* Developing and executing the strategy for recruitment systems/applications (Taleo, LinkedIn, Direct Employers, eQuest, Yello, ) to include selection, governance, interface and implementation plans
* Conducting research for use of new or additional features in HR systems
* Working closely with the HRBP and the functional team, you will support the Staffing of right people in the right roles which will include preparing Job Descriptions, Grading with Rewards team and working with TA
* Work with the rest of the IT HR team to ensure we drive one people agenda for the team
* Support the team with regards to HR activities such as day to day management of the resourcing for each Program and how they are shared across the Programs, performance appraisals and Talent management
* Any other employee issues
* Manage projects typically spanning at least one year that impact business units or larger projects
* Plan project timelines and milestones, track progress, monitor and communicate project status and identify and resolve project-related issues and/or risks
* Provide tactical direction and may communicate strategic direction to project resources
* May be accountable for the financial management of assigned projects, including integration opportunities and cost reductions

## Qualifications for project HR manager

* Proven business analytical skills
* Provide leadership on project selection, scope, definition, and performance to ensure alignment with business strategy
* Collaborate and communicate with other EU and global process improvement leaders
* Work with agreed project teams and ensure that all agreed strategic projects are progressing and delivering agreed results on time and in budget
* Software/technology implementation experience strongly preferred
* Proven ability to learn quickly and master systems