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# Example of Project HR Manager Job Description

Our company is growing rapidly and is looking for a project HR manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for project HR manager

* Continually assess business processes and document areas of opportunity for improvement by leveraging new/enhanced technology or better use of current applications
* Apply change management processes to minimize the impact of change on end users and stakeholders
* To work in close partnership with the Talent Acquisition and Staffing Workstream Lead and SME’s to build robust processes which takes into account division requirements
* Own, manage, or serve as the HRC point of contact for multiple, concurrent HR projects and initiatives aligned with the HRC team
* Work with stakeholders and appropriate forums to prioritize work and drive milestones
* Direct and manage project development from beginning to end whilst defining project success criteria
* Build, develop, and grow business relationships in order to define project scope, goals and deliverables that support business requirements
* Determine and assess need for internal and external resources and recruit the appropriate resources if necessary, and subsequently delegate tasks and responsibilities to appropriate personnel
* Prepare progress reports and manage project expectations with stakeholders
* Identify and manage project dependencies and critical path, and plan and schedule project timelines and milestones using appropriate tools

## Qualifications for project HR manager

* Skilled and effective coordination, change agent, business acumen
* Strong skills in Collaboration and influencing at senior management
* A minimum of 3 years of project management experience required
* Bachelor's degree with eight (8) years of project management and/or HR experience
* Master’s degree with five (5) plus years of project management and/or HR experience
* Successful track record in managing mid- to large-sized projects with a focus on details and confidentiality