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# Example of Resourcing Manager Job Description

Our company is growing rapidly and is looking to fill the role of resourcing manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for resourcing manager

* Liaise with nominated contacts in each UK office to understand their teams’ availability including holidays, study leave Be prepared to question and challenge as appropriate and discuss staffing of new projects
* Provides leadership and direction for large data warehouse project staffing and matrix
* Responsible for the overall warehouse staffing matrix and tracking of resource assignments
* Develops and creates detailed reporting on how DW resources are utilized, in comparison to budget and forecast
* Responsible for developing the overall staffing plan for each calendar year, and aligning it with project demand and financial budget
* Provides input to and reviews Project Management Plans and Project Schedule, as related to staffing needs and assignments
* Responsible for ensuring that staff utilization is in alignment with forecast and budget, and escalates discrepancies to specific resource management and warehouse leadership
* Implements and continually improves processes for time tracking and labor reporting
* Works with warehouse delivery managers to determine resource allocations required to meet project demands, adjusts resource plans and resource assignments as needed to adapt to project changes, ensuring staffing levels align with project schedule and budget
* Actively engages in leadership decisions that are impactful to resource utilization and overall department success

## Qualifications for resourcing manager

* Ability to resolve problems with thoughtful use of knowledge, information and networks in a flexible way and to be successful in a matrix environment encouraging an enterprise thinking mind set
* Possesses excellent English language written and verbal communication skills in addition to proven negotiation skills
* ADP practitioner, ADP coach is a plus
* Advanced business degree, MBA or PhD or Masters in Life Sciences
* Highly proficient in MS Office (particularly Excel)
* 3-5 years leading a team required