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# Example of Senior HR Manager Job Description

Our innovative and growing company is hiring for a senior HR 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 senior HR manager

* Effectively onboard the Acquisition Leader including developing and driving the onboarding plan for the first 90 days in partnership with Line HR counterpart
* Enhance MS acquisition practice by building capability in assigned Knowledge Management areas based on business need and opportunity
* Manage vendor relationships and ensure cost effectiveness of service provision for tax services, immigration, relocation, shipping for international employees moving into / within Americas in partnership with global HR Rewards International Mobility team
* Develop Change Management strategy based on an understanding of the business drivers, program goals and objectives and stakeholders being impacted
* Work with Project Manager to ensure CM activities are aligned with the overall project timeline and key milestones, and are integrated with other work streams as required
* Identify the most expected and potential points of resistance to change
* Serve as the liaison between Human Resources and the Diversity Office
* Hiring and leading assigned team in delivering high-quality HR service at a country, regional and global level
* Oversees the efforts of the EMEA HRServices organization in the achievement of strategic and operational objectives
* Working knowledge and engagement of HRServices functions focusing on onboarding, employee life-cycle transactions and general HR administrative functions

## Qualifications for senior HR manager

* Able to drive actions through influence and collaboration
* Capable of coaching senior managers
* Ability to operate in an international environment
* Comfortable with systems and processes usage
* Results driven with a strong “can do” attitude
* Flexible to travel (in EMEA)