



# Example of Assistant Manager Human Resources Job Description

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Our company is growing rapidly and is looking for an assistant manager human resources. 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 assistant manager human resources

- Assist in training and development activities
- Handle other ad hoc human resources projects as assigned
- To manage HR budget & forecast periodic report analysis
- Partner with Human Resources Manager/Director to provide counsel, feedback and coaching to field leadership on broad ranging issues including business operations, process and all associate related actions that enhance the individual growth and performance of respective region(s)
- Counsel associates in career prospects, personal issues, job related issue
- Manage all Unemployment claims for Corporate and Storeline employees and work with appropriate partnership as needed
- Maintain relationship with third party vendor who manages employment verifications
- Manage E-verify process
- Develop awareness and reputation of the hotel and the brand in the local community and promote team
- Working with HR partners across various functions

## Qualifications for assistant manager human resources

- Human Resource experience must include specific employee relations and recruiting experience with a large customer service hourly employee

- Bachelor Degree in related discipline with minimum 6 years of solid experience in HR function
- Bachelor's degree and 3 years minimum relevant experience required
- Thorough knowledge of the Bank's HR programs, policies and related practices to identify and take action on issues that include compensation, leadership development, performance management, recruitment, talent management and change management preferred
- Understanding of the Bank's organizational structure and awareness of the Canadian Wealth Management business lines would be an asset
- Degree holder in Business Administration or related disciplines