



Example of Assistant Manager Human Resources Job Description

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Our growing company is looking to fill the role of assistant manager human resources. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for assistant manager human resources

- Map and improve upon the current HR processes and authority matrix
- Maintain and further optimize the service levels to the field by ensuring effective delivery on HR processes
- Ensure that the HR costs (VLC, G&A etc) are controlled through appropriate cost reduction techniques
- Lead & Coordinate Internal Communications activities
- Voice concerns of plant employees on Policies, harmonize them with other FMCG companies, recommend and implement new policies
- Be the FPR for all plant HR related data to the internal team
- Manage specific projects as assigned
- Talent Acquisition – Responsible for sourcing and screening non-exempt talent and proactively partnering with store leadership to deliver a consistent hiring process
- Developing & Retaining Talent – Partners with store leadership team to ensure the team is receiving ongoing feedback and coaching, continually walks the store to enhance the leadership team's ability to develop associates
- Engaging Talent – Partners with store management team to address associate relations, engagement, recognition and inclusion activities

Qualifications for assistant manager human resources

- Bachelor Degree in Business or related field required or equivalent work/education combination
- Must possess a minimum of 2 -5+ years prior recruiting experience
- Demonstrated experience working with all levels of management, prior work within manufacturing or distribution centers highly preferred
- Must have prior experience with developing direct and indirect recruitment tactics
- Vast experience recruiting at high volumes is a must