



## Example of HR / Business Manager Job Description

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Our innovative and growing company is searching for experienced candidates for the position of HR / business 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 HR / business manager

- Develop partnerships with HR functional teams and other staff groups (e.g., Finance, Communications) to deliver integrated solutions to HR-related needs
- Actively lead and support works council relationship
- Lead all programs/initiatives and process rollouts to internal customers
- Identifies training needs for functional group individual coaching and development needs
- Participates in the evaluation and monitoring of training programs
- Workforce Planning / Succession Planning – Build career ladders, forecast new requirements, prepare and track succession and training development plans
- Hiring - Partner with hiring managers (within assigned departments) and when applicable the Acquisition team to fill open positions with top-notch candidates within our time-to-fill goals
- Drive change as a proactive and valued member of the function's management team driving strategic plans and objectives across the organization
- Pro-actively lead change
- Provide organizational development interventions, leadership transitions, enhance communication processes and reward/recognition programs

### Qualifications for HR / business manager

- Provide day-to-day Human Resources business partnering and employee relations for business vertical in SBI Cards
- Prior experience in a large, multi-site manufacturing company with broad exposures to technical and management talent required to support, is highly preferred
- Minimum 7 years in a HR generalist/business partner role in a corporate environment
- Demonstrate proficiency in Human Resource functional delivery
- Proven ability to interface with line leadership, establish credibility and build effective relationships
- A problem-solver, able to “connect the dots” while possessing the knowledge to quickly solve issues