# Example of HR Director Job Description

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Our company is growing rapidly and is looking for a HR director. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for HR director

- Orientation of faculty
- Orientation of Staff
- First year programming for new faculty and employees • Human Resources related school-wide communications
- Management training program for supervisors and managers
- Lead the design and delivery of the Market Employee Plan
- Creates high performing HR team
- Creates a "One HR" team culture across all HR resources in the market and encourages team work
- Partner with legal department as needed/required
- Oversee recruitment advertising, applicant selection, pre-employment/post-offer screening processes
- May be responsible for payroll functions as appropriate, depending on country and regional structure

## Qualifications for HR director

- Knowledge of Microsoft Word, Power Point, and advanced knowledge of Excel and Access
- Significant knowledge of HR policies and processes
- Overseas experience is preferred
- Experience in creating and implementing a strong employer brand in the local market and beyond, and implementing effective and innovative recruitment, starting with the opening annual seasonal recruitment, effective on boarding

- Requires BS/BA degree or equivalent with 12+ years of related experience and 6+ years of direct management experience