



Example of HR Manager Job Description

Powered by www.VelvetJobs.com

Our innovative and growing company is hiring for a 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 HR manager

- Assists management with setting and reviewing employee goals
- Guides and supports management through the process of addressing under-performing employees
- Interprets policies and procedures to ensure management is consistent with disciplinary action and overall decision making
- Act as a business partner to both our Head Office and Retail functions, across a wide spectrum of people matters
- Act as a true generalist, turning your hand to various projects across areas such as
- Participates in disciplinary actions and conflict resolution situations
- Oversees hiring and takes part in the selection, interviewing, and/or hiring of leadership and other key positions in assigned area
- Establish strong partnerships with Site leadership and employees in support of developing the optimal culture to drive high performance, retention and engagement
- Develop and cultivate active, two-way communications with all levels of employees in all functions on all shifts
- Support the China business strategy

Qualifications for HR manager

- 3 years or more experience in an HR Generalist or Manager position

- 7-10 years of HR experience in GCC region
- Experience with multinational organization would be a strong advantage
- Minimum 5 years Human Resources experience managing a significant HR function