



Example of Human Resources Leader Job Description

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Our company is searching for experienced candidates for the position of human resources leader. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for human resources leader

- Establish and maintain a high degree of employee engagement by driving an appropriate culture, mindset and behavior
- Translate business requirements to COE's who will develop corresponding programs and ensure HRBP partnership with COE's to socialize, implement and manage associated changes
- Advise/influence leaders regarding risk issues in local environment and drive strategies to address
- Working closely with Bain's North America CSS recruiter, manage the recruiting and hiring process for all non-exempt and temporary staff for local CSS employees
- Establish and maintain on-going relationships with employment agencies
- Key contact for internal applicants
- Screen and recommend candidates to hiring managers and extend offers if appropriate
- Develop and work with HR Manager to implement local CSS training program working closely with the CSS management team to conduct needs analyses
- Work closely with HR Manager to support transfer process for Bay Area inbound and outbound transfers, including coordination with Global Mobility team, immigration specialists, and other offices' HR contacts
- Provide support to employees on immigration and visa processes, working closely with internal Bain specialists

Qualifications for human resources leader

- Excellent team building, conflict resolution, group interaction, and interpersonal skills
- Proficient in project and budget management
- Demonstrated ability to determine the key issues in a particular operational situation, involve the appropriate individuals, and develop appropriate plans of action from multi-disciplinary perspectives
- Must be able to collaborate and work effectively in a complex highly matrixed organization
- Seven or more years of experience as a HR Generalist, with a deep knowledge of labour relations
- Labour relations with previous bargaining experience