



Example of Human Resources Leader Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of human resources leader. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for human resources leader

- Manage, coach and develop West Coast HR Coordinator, including annual performance reviews and feedback, monitoring department/role efficiencies, and team collaboration
- Oversee and manage a team of administrative support staff
- Maintain compliance with all State/Federal laws, rules and regulations that affect the plant
- Plans and oversees new employee orientation to foster positive attitude toward company goals
- Conducts investigations and carries out disciplinary actions including terminations according to company policy
- Responds to employee inquiries, issues and concerns
- Keeps records and guide the administration of benefits plans such as insurance and pension plan, leaves of absence, employee assistance, personnel transactions such as hires, promotions, transfers, performance reviews, and terminations, and employee statistics for government reporting
- Conducts wage surveys within labor market to determine competitive wage rate
- Ensure prompt and accurate Human Resources reporting including departmental performance in HR-related metrics
- Contracts with outside suppliers to provide employee services, such as canteen or transportation

Qualifications for human resources leader

- Advanced or specialized knowledge of core HR functions, such as employee and labour relations, disability management, facilitation and grievance management
- Demonstrated stakeholder management skills, with an ability to build successful working relationships outside of the organization within Sarnia, which includes front-line employees, union employees, the vice president
- Results-focused with demonstrated expertise in dealing with conflict situations, often with complex scenarios, with an ability to recognize differing perspectives that will impact business unit and corporate wide outcomes
- Comfortable leading the initiation of regular service cycles (compensation, succession planning, budget,) and driving the proliferation of best practices
- Strong negotiation skills and ability to influence business area managers on strategic HR targets