



# Example of Human Resources Leader Job Description

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Our growing company is searching for experienced candidates for the position of human resources leader. 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 human resources leader

- Collaborate with HR Manager to coach and develop the EA Sr
- Manage and oversee EA/MA staff
- Oversee daily operations including collaborating with HR Manager on all departmental/employee relations issues, approve timesheet and vacation requests
- Manage overall department operating budgets
- Manage overall assignments and headcount requests
- Professional development and training for local EA/MA staff
- Design and implement team building activities and events
- Contribute to semi-annual reviews, coordinate with Partners and Managers on appropriate messaging to staff
- Coordinate departure process for all Houston staff to ensure smooth transition
- Keep informed on existing/changing employment laws and work with Manager and Bain's Legal team to ensure that all policies/practices are in concert with local employment law

## Qualifications for human resources leader

- We are committed to helping you reach your professional, personal and financial goals
- Independent project management skills, flexible and organized

- Representative of the company within the community and with our customer base
- High school diploma or GED, Two or four year degree in Business Administration Management or four years of job related experience
- Develop, implement, and report progress on the annual HR plan for Latin America, based on the global and regional HR tasks included in 2017 Business Plans