



Example of Human Resources Job Description

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Our innovative and growing company is searching for experienced candidates for the position of human resources. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for human resources

- Lead the development, implementation, evaluation and administration of the performance management process
- Maintain compliance with federal law posters "poster guard", ensure that all offices and homeworkers have correct and up to date employer law posters in place
- Recommend and implement innovative ideas, programs and solutions designed to support the organization's business plan
- Complete HR due diligence related to potential acquisitions
- Create and execute integration plans
- Counsel and guide managers and staff on all staff-related issues
- Ensure staff/managers receive ongoing education and training in relation to human resource issues and management effectiveness
- Recommend and implement Human Resources programs geared at improving performance and efficiency
- Create and introduce policies or events designed to enhance employee communications, morale and the overall work environment
- Oversee the annual and mid-year performance review process to ensure that reviews are well-prepared and conducted in a timely manner

Qualifications for human resources

- Able to inspire confidence in the Management team, and key stakeholders

- Work with the management team to conduct succession planning and ensure that we provide opportunities for staff development
- Coordinate management bonus programs and employee incentive plans
- Oversee community involvement, donations, and events that make us a good corporate citizen
- Identify training opportunities for staff at all levels, identify sources to meet these training needs and provide ongoing training