



Example of Human Resources VP Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of human resources VP. 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 VP

- Broad business and financial understanding
- Execute the day-to-day responsibilities of the HR function, including salary and new hire administration, reporting and tracking
- Work closely with all levels of employees to build relationships, provide coaching and counsel and drive the business strategy
- Understand and shape the culture required to deliver business strategy
- Partners closely with clients, HR COEs and regional delivery and ER teams to ensure business strategy is being supported
- Leads the planning, development and communication of all phases of human resources
- Interfaces effectively with executives, managers, and staff customers and visitors to gather and prepare information
- Responsible for driving and instilling the "Talent Mindset" by words and actions
- Partner on a system-wide process of workforce planning to forecast future talent needs, and to define, identify, and differentiate strategic, key, and core roles
- Responsible for strategic talent acquisition which leads to attracting, hiring, and onboarding the right person to fit the organization and the job

Qualifications for human resources VP

- Results-oriented leadership style with business leaders and HR partners
- Experience working in a matrix HR organization, partnering with HR functional specialists
- Strong, productive partnerships with both business partners and HR that demonstrate accountability and influence
- Resilience in a client focused business model
- Excellent team skills for close partnership on executive HR leadership team