

Example of Manager, Human Resources Job Description

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Our company is searching for experienced candidates for the position of manager, human resources. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for manager, human resources

- Advises and guides managers on employee relations issues in accordance with Company policy, best practice and statutory requirements
- Trains, coaches and champions key human resources initiatives as it relates to Talent Management, Compensation Administration, Benefits Administration, Orientation/On-Boarding and Performance Management procedures and processes
- Partner with Managers and the Recruiting team to identify resourcing needs and attract talent
- Work with the HR Advisor and US HR Operations team to ensure downstream activities are executed in a timely manner
- Partner with Managers and Editorial General Managers to execute the annual compensation review process HR Operations
- Assess HR service delivery and operational processes for improvement opportunities
- Communicates with Finance on all matters relating to employee data, pay status, increases, new hire/departure data, bonuses
- Provides support for key projects such as talent review roll-ups, restructurings, annual HR planning process
- Communicates with Payroll, Finance and Accounting on all matters relating to employee data, pay status, increases, new hire/departure data, bonuses
- Coordinates and/or takes on ownership of various projects encompassing all areas of Human Resources, both assigned and self-initiated, as per Sr

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- A minimum of 10 years' experience in HR, of which a minimum of 5 years in a HR manager role
 - Self-starter highly motivated and achievement / results oriented
 - Comfortable operating independently when required
 - Excellent competency in Excel and PowerPoint
 - 7+ years Senior HR Generalist experience in a fast paced, high growth environment
 - Ability to support company wide talent initiatives with excellence in a fast paced, global corporate environment