



Example of Manager, Human Resources Job Description

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Our company is hiring for a manager, human resources. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for manager, human resources

- Administers human resources policies, programs, and practices
- Oversees compensation program and makes recommendations to senior management on payroll adjustments, bonuses
- Ensures all payroll adjustments, bonuses, are accurately processed in a timely manner and according to contract terms
- Oversees the maintenance of personnel/medical files, I-9 and background check files
- Prepares all necessary termination paperwork and ensures HR has representation in termination meetings
- Maintains a presence with employees by attending pre-shift and department meetings events
- Assists with provision of information required for labor negotiations and union grievances
- Processes and monitors Unemployment and Workers' Compensation claims attending hearings as necessary
- Develops and manages HR budget
- Organize and work independently on assigned task/projects and complete assignments within specified deadlines

Qualifications for manager, human resources

- Best in class" retail, or wholesale industry experience
- Full functional knowledge of HR generalist responsibilities

- Ability to be flexible in working hours to insure all three shifts are aware of their HR Manager
- Ability to walk on the production or distribution floor and interact with the employees to understand grass root issues or employee suggestions for improvement