

# Example of Manager, Human Resources Job Description

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Our growing company is hiring for a manager, 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 manager, human resources

- Manage the risk of, and advise on all employee relations matters, including restructures, performance concerns, absence issues, TUPE, consultations, investigations, grievance and disciplinary hearings
- Participates in organizational effectiveness initiatives
- Manage all job recruitment (includes interviewing), employee onboardings, and employee terminations
- Serve as primary HR contact to venues with no local HR representation
- Provide administrative support and assistance for recruitment activities (job postings, sourcing, coordination of interview, pre-screening) for positions within the division
- Participate/conduct employee meetings where appropriate (such as new employee orientation, annual benefit enrollment meetings)
- Conducts investigations in cooperation with Fair Employment when employee complaints or concerns are brought forth
- Performs new hire and exit interviews to assist supervisors with the onboarding and separation processes and determine and make recommendations regarding improvement objectives
- Partners with the Talent Acquisition team to recruit and build a high performing team for the organization
- Develops, administers and maintains programs, procedures, and guidelines to help align the workforce with the strategic goals of the company

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- Knowledgeable about deferred compensation, carried interest plans
  - Strong analytical abilities needed
  - Strong computer skills - proficiency in Excel, PowerPoint, Word
  - Ability to build relationships and work with various levels of management and employees
  - Assesses organization to determine gaps and identify training needs in conjunction with line managers, and plans appropriate activities against these needs, partnering with the Learning and Development team for the selection and contracting of internal and/or external programs and consultants, while managing costs within the budget
  - Drives process improvement initiatives, both day to day and project-specific, making recommendations regarding new approaches, policies or procedures