

# Example of Manager, Human Resources Job Description

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Our innovative and growing company is searching for experienced candidates for the position of 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

- Coordinate employment/orientation process for unit
- Administer processing of all unit personnel transactions (hires, promotions, transfers and terminations)
- Communicate human resources related policy to unit employees
- May plan and supervise activities of unit human resources staff personnel
- Acts as the primary HR support for the regional consulting line of business leader, regional consulting line leaders, and the leader for two national practices (transaction advisory services and healthcare advisory services)
- Provides guidance and consultation on compensation initiatives
- Leads select HR program initiatives for the region while collaborating with peers from other regional HR teams and national HR
- Researches and manages compliance and risk management requirements as it relates to HR
- Partners with regional and national talent acquisition teams
- Serves as the Learning and Professional Development (LPD) SME

## Qualifications for manager, human resources

- Demonstrated ability to form effective working relationship with people at all levels within an organization and to successfully resolve problems in the

- Partners with LPD to ensure employees are enrolled in appropriate courses aligned with professional and career development needs and are on track to maintain required professional standards and CPE requirements
- Coordinates and conducts an array of non-technical training and development sessions to all levels within the organization
- Addresses inquiries related to policy interpretation, compensation, leave of absences and basic benefit related questions
- Ability to respond positively to changing circumstances, seeks and implements change to drive business improvement