



Example of Manager, Special Projects Job Description

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Our growing company is looking for a manager, special projects. 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, special projects

- Deliver on initiatives through detailed planning and management of scope, schedule and resources
- Ensure a smooth transition and help manage the integration of all HR related matters on the projects
- Partnering with other HR functions and colleagues, identify and execute on innovative and sustainable solutions to acquire, assess, develop, engage, reward, mobilize and retain employees as part of the transformation projects
- Introduce programs, resources and processes that yield the desired organizational performance and strategic capabilities
- Apply a holistic, systems approach to diagnose and resolve organizational challenges
- Partner/leverage our HR Centers of Excellence teams in NY to support client groups and execute HR programs
- Partner with business leaders to ensure our structure and roles & responsibilities are appropriate given our stage of growth and where we are headed
- Own all talent processes for teams at the Atlanta location, including performance & talent review processes, culture survey communications & action planning, and all other facets/programs that impact the employee experience
- Partner with team members to continuously improve and streamline the operational dashboards and reports that the team provides to the

- Provide project management support to new initiatives developed by the Operational Reporting and Special Projects team

Qualifications for manager, special projects

- Local or mandarin speaking candidates are preferred
- Willing to work over time or traveling under tight time deadline
- Are driven to learn about the latest in eCommerce technology and automation
- Enjoy creating simple processes for complex problems
- Are passionate about software and analyzing software solutions
- Experience working with large-scale data mining tools (e.g., Tableau and/or Oracle and / or Cognos TM1)