



Example of Mgr, Human Resources Job Description

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Our company is growing rapidly and is looking to fill the role of mgr, human resources. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for mgr, human resources

- Drives succession planning, management development and performance management in assigned area
- Provides tools and facilitates meetings to ensure ongoing development (e.g., 360 degree feedback) and follow-up
- Advises management on organization structure changes and decisions
- Provides tools (climate surveys, town hall meetings,) to drive cultural change
- Raises awareness of diversity and methods to increase quality and diversity of candidate pool
- May plan, coordinate and attend job fairs
- May conduct training classes on HR issues and associate orientations
- Identify, assess, and prioritize human resource needs in designated areas of the company
- Educate managers and employees on the application of the performance management process and provisions
- Communicate and educate managers and employees on salary administration

Qualifications for mgr, human resources

- AAP - Communicate AAP goals and follow-up with management to assure progress against objectives
- Work with management to establish PIPs and other disciplinary programs
- Implement all human resources policies and ensure compliance among the corporate staff

- Consultant services & support on people related matters plus follow-up key employees & people issues
- Define the HR "roadmap" in support of the Business Strategy for the location (s)