



Example of People Manager Job Description

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

Responsibilities for people manager

- Act as the cultural advocate internally and externally
- 10 plus years of HR business partnering experience ideally within Financial Services or complex organisations
- Customer focused with the ability to consult and provide flexible people solutions
- A positive mindset
- A real self-starter energy and you thrive on working autonomously within a team setting
- Designs, develops, tests, and on-going administration of the People Systems
- Responsible for the framework to enable the integrity of all People System data, complex reporting, and application maintenance
- Manage the production support / break fix process
- Collaborate with Finance and integration counterparts
- Support the Compensation Operations team in any corporate initiatives and programs, to include the annual compensation cycle and any compensation infrastructure design

Qualifications for people manager

- Bachelor's degree with at least ten (10) years of progressive HR experience, preferably in a professional services, high-tech or consulting environment
- Strong influencing, negotiation and facilitation skills with the ability to foster and maintain collaborative relationships with multiple stakeholders

- Experience with Microsoft Office Applications, HRIS software (PeopleSoft and ADP WFN Payroll is a huge plus)
- Maturity to deal professionally and confidentially with employees, vendors and team members
- Works well under pressure, independently and collaboratively with the ability to manage multiple projects and deadlines simultaneously