Example of Project HR Manager Job Description

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Our innovative and growing company is looking for a project HR manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for project HR manager

- Provide direction and support in the use of project management tools, including the use of estimating and reporting tools and techniques, estimating tasks, milestones, timeframes and resources required for the work, managing issues, risks, changes and dependencies
- Uses broad knowledge of HR to lead team members to approach the project in a manner that results in a cohesive and integrated solution
- Successfully manage the overall performance and delivery of various cross-functional projects from initiation to closure
- Design meeting structure for regular project status meetings
- Close out projects, verifying and documenting project results, prepare final reports
- Responsible for the creation and oversight of all HRIS reports, queries, and import files
- Responsible for the collection, cataloguing, and maintenance of a variety of project documentation including requirements gathering, risk identification and mitigation
- Ensure the spending of HR in terms of project lantern is in line with budget
- Act as a representative of HR in the project lantern to delivery HR related initiatives to ensure the success of project lantern
- Monitor costs and provide reporting progress to ensure projects are within budget

Qualifications for project HR manager

- Ability to work on multiple projects/tasks at one time
- Development of efficient and effective solutions to diverse and complex business problems
- Demonstrated ability to address complex and sensitive personnel issues confidentially and tactfully
- A minimum of 7-10 years of finance-related experience, Bachelor's degree, CPA or MBA strongly preferred
- Or Engineering environment 3-5 years