



# Example of Regional HR Manager Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our company is growing rapidly and is hiring for a regional HR manager. 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 regional HR manager

- Provide coverage to your team, by handling a small caseload of employee situations
- Lead employee relations, ensuring excellent climate and morale
- Act as a single point of contact for the employees and managers within allocated client group advising on all Employee Relations queries, company policies and procedures
- Provide a systematic recruitment and selection service in order to meet the Company's resourcing needs
- Manage and co-ordinate key activity including annual pay review and bonus for Store Management in conjunction with Area Managers and Regional Controller
- Oversees and/or collaborates with HR teams and ensure all HR shared services to be delivered in order to support all business and employee needs (Recruitment, Learning, Talent Management, Compensation & Benefits, International Mobility and Campus HR )
- Works closely with the Regional HR team, internal communications and associated HR teams to support data collection for specific business requests ensuring accurate and complete requirements and thorough quality assurance to ensure data is validated prior to distribution
- Uses financial data, data trends and market information to accurately support quality solutions to business issues
- Uses HR systems and tools (e.g., web applications, software, surveys) in

## Qualifications for regional HR manager

- Understanding of some of the HR critical processes is desirable
- Minimum Bachelors degree with 3 to 5 years experience in an HRIS role with increasing responsibility
- 2 to 3 years hands-on experience and understanding of an HRIS ERP system
- Demonstrated project leadership and facilitation skills to deliver projects successfully in a global environment and working with a broad range of roles
- PeopleSoft or related ERP experience to troubleshoot/diagnose/analyze data errors and problems, and facilitate resolution
- Previous experience with HR or functional reporting