



Example of Regional HR Manager Job Description

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Our growing company 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

- Own the intake request process with regard to new (regional and local) service requests, monitor the inflight projects re new services, support reprioritization of requests and also be the owner for their respective client Expansion List
- Support and input into projects as required, on occasion leading these if required / business needs necessitate this
- Engage with the business in all aspects of HR including but not limited to
- Directs entire recruitment process for selection of high caliber candidates for exempt, non-exempt, and manufacturing positions to meet staffing plans and objectives
- Works with designated managers, supervisors, and other HR team members to assure that customer requests for HR services are met timely, accurately and efficiently
- Coordinate and manage the merit planning and salary administration process, including management of salary structures, job slotting and competitive benchmarking processes
- Develops, revises, implements and communicates company policy, procedures and administrative practices
- Forms solid working relationships, based on a thorough knowledge of the business, with General Managers, Operations Managers/Supervisors, and other key site managers (Engineering, Purchasing, Finance, Quality, Sales)
- Develops and hones expertise in HR functional areas

Qualifications for regional HR manager

- Ability to identify and resolve global data issues
- Minimum of seven years in an HR Generalist role or combination of HR Specialist and Generalist experience
- Proven interpersonal skills and the ability to build influential relationships at all levels within the organization
- Ability and willingness to travel an estimated 15-20%
- Professional HR certification (PHR, SPHR, SHRM-CP, or equivalent)
- Professional from multinational company