



# Example of Regional HR Manager Job Description

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Our growing company is looking 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

- Ensure that hotels HR team members are developed and utilised to their maximum potential by controlling the implementation, administration and monitoring of all training programs
- Provides leadership of the telemetry staff related to care of the telemetry, stroke, bariatric patients and associated interventional cardiology protocols and medication
- Provides leadership of the telemetry staff related to care of the telemetry patient and associated interventional cardiology protocols and medication
- Participates in the management of human resources through assisting, evaluation, counseling, and hiring of staff
- Assists and edits payroll reports
- Ensures that a current criteria-based job performance standard and
- Applicable competencies exist for each member of the staff
- Ensures that performance evaluations are completed in a timely fashion for both annual and probationary evaluations
- Facilitates the appropriate completion and timely submission of human Resource documentation
- Appropriately counsels and disciplines staff in a timely manner

## Qualifications for regional HR manager

- Serve as a regional HR Compliance management subject matter expert

- Effective negotiation abilities
- Ability to communicate with and influence employees and management at all levels
- Out-of-the-box thinker, decisive