



Example of Regional HR Job Description

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

Responsibilities for regional HR

- Recruitment/Employment
- Proactively consult with Managers on associate, managerial, organizational or business issues that impact day-to-day performance and achievement of individual and store objectives
- Answer questions for any employees who call or walk-in and have benefit, pay, safety or basic employee relations needs or suggestions
- Solve as many of the basic needs of these employee as possible
- Coordinate and conduct exit interviews for Junior Employees and Managers
- Support legal, benefit and compliance audits throughout the year
- Provide analysis of data accuracy metrics and develop specific action plans for HR in support of the 100% data accuracy goal for employee information in PeopleSoft
- Act as focal point for the technical team to resolve data discrepancies, perform development testing and resolve business data issues
- Collaborate with the HR Technology team and HR Services to improve the processes that involve global data standards and employee information
- Manage a team of Career Ambassadors who may be geographically dispersed

Qualifications for regional HR

- The right candidate will need a full UK driving license due to the extensive travel involved but will be provided with a company car, laptop and mobile

- The ideal candidate will have experience in a fast-paced and dynamic FTSE listed company
- Minimum 10 years of multi-unit experience required
- Ability to travel approximately 65% required
- University degree in Business, Human Resources, or relevant field, combined with a minimum 3 years of Human Resources experience working with diverse HR policies
- Working knowledge of applicable employment laws and regulations