



Example of Resources Manager Job Description

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Our growing company is hiring for a resources manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for resources manager

- Cross-train with other departments within HR (Compensation, Benefits, Payroll, and Talent Management) in order to obtain a well-rounded knowledge base
 - Address employee relations issues as both a management coach and employee advocate
 - Provide guidance and trusted counsel to employees, managers, leaders and their teams
 - Drive process improvement and streamline administration of data changes to a field organization
 - Assess current business practices and assess compliance
 - Lead critical Human Resources initiatives in manager training, workforce planning, monitoring turnover and reasons for leaving client group
 - Assess, develop and execute engagement strategies to address business and talent requirements for continued organization effectiveness
 - Identify skill gaps and determine training and development initiatives or recruitment strategies to minimize gap
 - Define and manage process for on-boarding, including multiple stakeholders, to get new hires productive with the right tools, administration and training
 - Support Acquisition and integration activities by assessing and recommending changes impacting structure, title, compensation and policies leading to minimal disruption to productivity
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- Commitment to high standards of excellence and high personal integrity
- 5+ years HR Generalist experience in a fast paced, high growth environment
- Must be flexible and adaptive to pro-actively respond to a fast paced environment
- Establish and maintain strong working relationships with all university units including HR partners, internal and external organizations
- Partners with HR and business leaders to drive communication activities that support employee engagement
- Strong working knowledge of HRIS, Payroll and Applicant Tracking databases