



Example of Resources Manager Job Description

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Our company is looking to fill the role of resources 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 resources manager

- Evaluate department in relation to established goals ensuring a balanced perspective and make recommendations to continually improve the efficiency and service of the department
- Tax incentives WOTC
- Audit compliance respond to all EEOC or DFEH complaints
- Support local community outreach initiatives
- Establish and maintain relationships with employees at all levels of the organization
- Plan, organize and control all activities of the department
- Analyze & update compensation programs
- Implement and coordinate recruitment, selection, placement, training, and transfer of employees, and retention of employees
- Ensuring availability to all shifts
- Interprets and implements HR policies, practices and company philosophy to ensure effective administration of the same

Qualifications for resources manager

- Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) or related (SHRM-CP/SHRM-SCP) certification preferred
- Human Resources certification required (PHR, SPHR)
- Working knowledge of standard and advanced business principles and

- Ability to prioritize projects and tasks while remaining productive and professional
- Creative and detail oriented, organized and capable of meeting established deadlines
- Independent thinking and problem solving capabilities