



Example of Resources Manager Job Description

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Our innovative and growing company is looking for a resources manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for resources manager

- Oversees leaves of absence in partnership with HR Coordinators
- Collaborates with HR Coordinators to maintain and update HR database, org charts, and employee records in general
- Demonstrate NB values and demonstrate excellent HR partnership to support business unit growth and development
- Partners closely with line management in structuring and developing their respective teams to maximize performance and employee engagement
- Partner closely with assigned LOB to write and evaluate job descriptions
- Identifies potential areas for improvement in work flow processes
- Provides financial, analytical and strategic support for evaluating new business initiatives and existing internal processes
- Coordinating the day-to-day delivery of enrollment/sales forecasts
- Investigate employee complaints, interviewing all parties involved and assisting in the preparation of material and evidence for organization to use in hearings, lawsuits, and insurance investigations
- Manage the Human Resources Department in a manner which ensures that staff properly performs duties in a confidential, prompt, courteous and efficient manner

Qualifications for resources manager

- Bachelor's degree preferred or equivalent years of experience preferred
- Experience in sales analysis required

- Willingness to get hands on in terms of understanding, manipulating and analyzing complex data sets
- Experience in manipulating data with Excel and Access
- Willingness to learn new software packages as needed