



Example of Resources Manager Job Description

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Our growing 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

- Effectively communicate the company's core values and behavioral standards, monitor and facilitate internal employee communications and develop the organization's image within the local community
- Working with global headquarter, develop and implement compensation strategies that are aligned with organizational and project requirements
- Lead annual salary reviews and develop job grades and review salary banding periodically to support commercial bids
- Understand programs, policies, procedures and controls regarding domestic and international assignments
- Manage efforts in developing cost-effective L & D options to meet specific business needs of the organization, which includes providing training budget support and recommendation
- Ensure HR data integrity and accuracy and put in place internal controls to ensure checks and balances, and that HR system and data are fully reliable
- Manage manpower planning process for front line in collaboration with key stakeholders (operations & department heads) and ensure Manpower Planning drives recruitment
- Partner with recruitment team to effectively manage the recruitment process and ensure candidate decisions are made in a timely manner according to Manpower plan needs and processes
- Provide advice to management on HR matters, communicate HR initiatives and obtain feedback on HR initiatives

opportunities for individuals

Qualifications for resources manager

- Thorough knowledge of the 4Star theatrical distribution application
- Confidence in interacting with a wide range of stakeholders
- Ability to develop and foster collaborative, working relationships across various business units, corporate leaders, and other colleagues across the business
- Ability to gain credibility with senior stakeholders
- Ability to work in a dynamic organization structure and influence without authority
- Ability to deliver high quality outputs with a specific eye for detail