



Example of Resources Manager Job Description

Powered by www.VelvetJobs.com

Our company is growing rapidly and is looking to fill the role of 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

- Partner with the Head of Learning and Development and other HR Managers to deliver HR training to line management and staff
- Manage, develop and recommend improvements to the induction process for new employees
- Manage internal recognition and reward programs and serve as the point of contact for corporate programs
- Pro-actively undertake research making appropriate recommendations that support the dedicated client group business strategy & HR agenda
- Responsible for ensuring compliance with all legal work checks and management of all work visa's to ensure the Company meets the requirements of the regulations that govern the Company's visa license and retention of grade A status
- Line management and development of the HR Advisor and Recruitment & HR Co-ordinator
- Oversee administration processes and HRIS data integrity, ensuring these are effective and accurate
- Ensure all contracts and amendments to terms and conditions are complete, accurate, returned in a timely manner
- Ensure all employee files are complete and accessible for the whole HR team
- Any other reasonable duties as directed by Management

Qualifications for resources manager

- Superior written, verbal, and PowerPoint communication skills -- ability to communicate/present effectively at multiple levels of the business
- Highly-motivated and self-directed learner with a professional growth mindset and openness to continuous feedback
- Bachelor's degree in a related discipline from a 4-year accredited college or university strongly preferred
- 7-10 years of HR generalist experience with increasing levels of responsibility demonstrated
- M&A and divestiture experience highly desired