

# HR Manager Job Description Template

An HR manager plays a crucial role in managing human resources, understanding key employment laws and regulations, creating strategic plans, effectively managing workforce databases, and aligning individual workforce aspirations with organizational goals. They also uphold moral ethics, fairness, and justice in the workplace.

HR managers are strategic planners, effective resource utilizers, and nurturers of a positive workplace environment.

***Here is an HR Manager Job description template to assist you in finding the right HR manager for your organization. Feel free to download and customize it according to your needs.***

## About the role

At (Company's Name), we are committed to building a brighter future for the next generation. Focused on our mission of building a better tomorrow, our workforce is our greatest asset. In this role, the US HR manager will support our mission and growth by delivering seamless HR service to our workforce. Working with a dynamic team in a rapidly evolving environment, the key placeholder will tackle daily challenges with a hands-on approach. Key responsibilities include managing the entire employee lifecycle, from recruitment to payroll and grievance management. They will lead multiple HR processes by collaborating with various departments and maintaining the highest ethical standards while handling sensitive data.

## Job Brief

We seek a passionate and dedicated individual who will be essential to our mission to shape workforce performance and development. This role involves designing core HR functions, supporting talent development through L&D initiatives, performance management, succession planning, efficient workforce planning, and guiding the organization on fair HR practices.

The HR manager will be pivotal in creating high-quality HR practices and procedures that enhance our employee-oriented high-performance culture, productivity, goal attainment, and employee motivation. Reporting directly to the CHRO and working with various HR teams and key functional departments, they will ensure compliance with employment laws, federal regulations, and organizational policies.

The position is based in (mention the location) but may include extensive travel to our other departments across the United States.

## Responsibilities

- Collaborate with the director, board of directors, and upper management to identify a mission, formulate a vision, and create long-term strategic goals.
- Administer employee welfare schemes, retirement and health care plans, disability insurance plans, and compensation and leaves of absence.
- Act as a point of contact between the employer and the employees to resolve grievances and maintain a positive work environment.
- Research and create appropriate compensation and benefits plans, performance indicators, and employee incentive plans.
- Handle payroll, including record-keeping, grievances, and attendance tracking.
- Work collaboratively with all departments to maintain transparency and smooth internal communication.

- Manage, track, and maintain confidential workforce data and documents.
- Provide timely and constructive performance evaluations.
- Maintain knowledge of federal laws, regulations, and human resource management best practices.
- Ensure compliance with employment laws, benefits concerns, and employee-related grievances.
- Assist in the organization's budget planning for workforce development and staffing needs.
- Play a proactive role in recruitment, managing hiring, writing job descriptions, placing job ads, coordinating interviews, and participating in selection.
- Manage the onboarding process by negotiating offers, maintaining constant communication with the candidate, and managing essential documents.
- Manage the offboarding process by conducting exit interviews and handling FnF settlements.
- Identify skill and competence gaps and develop personalized learning plans for the employees.
- Maintain an up-to-date Employee Handbook and attend professional development and networking conferences and events.

## Qualifications

- Bachelor's or Master's Degree in Human Resources, Business Administration, or a related field.
- Minimum 3 to 5 Years of human resource experience.
- Adept at creating and implementing learning and development and talent management programs.
- Knowledge of federal, employment, and labor laws and regulations.
- Experience in report writing, managing sensitive information, MS Office suite, and HRMS (preferably Keka).
- Excellent verbal and written communication.

- Profound expertise in problem-solving, negotiating, and creative thinking skills.
- Prior experience in recruitment, attendance management, workforce development, and offboarding.
- Knowledge of designing and writing HR policies and procedures, negotiating offers and employment contracts.
- Ability to analyze business development and create strategic plans for the organization.
- Adaptable and flexible to collaborate with different departments in a dynamic environment.
- Willingness to work across different locations.

## **Application Process**

Interested candidates can contact us via our official website or email their resumes to our official email ID: (mention the official email ID).