

# HR Manager Job Description template

## HR Manager Job Description Template/Brief

We are seeking an HR Manager to lead and develop our human resources department. The HR Manager will oversee functions such as recruitment, performance management, and employee relations. The ideal candidate should have strong interpersonal skills and experience in HR practices.

## HR Manager Job Profile

The HR Manager will manage the complete employee lifecycle, from recruitment to exit interviews, ensuring a positive workplace environment. They will implement HR strategies that support the company's growth and culture. This role requires excellent organizational skills and the ability to handle sensitive information.

## Reports To

The HR Manager reports to the Director of Human Resources.

## HR Manager Responsibilities

- Oversee recruitment and hiring processes to meet company staffing goals.
- Develop and implement HR policies and procedures.
- Manage employee performance review systems and provide coaching and support.
- Handle employee relations, including conflict resolution and disciplinary actions.
- Conduct onboarding and training programs for new hires.
- Maintain employee records and ensure compliance with labor laws.
- Plan and execute employee engagement and wellness initiatives.
- Advise management on HR-related legal and regulatory compliance issues.
- Supervise HR staff and provide guidance on HR best practices.

## HR Manager Requirements & Skills

- Proven experience as an HR Manager or similar role.
- Strong knowledge of HR principles and procedures.
- Excellent communication and interpersonal skills.
- Ability to maintain confidentiality and manage sensitive information.
- Experience in conflict resolution and performance management.
- Bachelor's degree in Human Resources, Business Administration, or related field.
- Proficiency in HR software and MS Office applications.
- Strong organizational and leadership skills.