

Human Resources Manager – Job Description Summary

The Human Resources Manager is responsible for directing and coordinating all daily human resources activities, such as employment, training and development, compensation, benefits, performance management and employee relations. The incumbent ensures that all human resources and related programs support the organization's goals, policies, and objectives within the appropriate regulations and generally accepted standards of sound human resource management practices.

The complete job description covers the following topics:

- Essential duties and responsibilities
- Qualification requirements
- Education and experience
- Language skills
- Mathematical skills
- Reasoning ability
- Certificates, licenses, registrations
- Physical demands
- Work environment
- Mental demands