

Human Resources Manager

Job Description:

- Responsible for recruiting, screening, interviewing, and placing employees within a company
- Handle employee relations, payroll, benefits, and training
- Plan and coordinate administrative functions of a company
- Oversee specialists in their duties, consult with executives on strategic planning, and link company's senior management with its employees
- Determine fair salaries and benefits for employees
- Daily tasks include:
 - Consult with company executives to identify needs and qualifications
 - Interview applicants about their experience, education and skills
 - Contact references and perform background checks on applicants
 - Inform applicants about job details such as benefits and conditions
 - Hire qualified candidates
 - Conduct new employee orientations
 - Conduct employee reviews
 - Handle staff issues and disputes
 - Investigate employee complaints and claims

Education Needed/Other Requirements:

- College bachelor's degree (4 years)
- Some positions require a master's degree (2 years)
- Prior experience in some human resources role
- Knowledge of employment laws, rules and regulations
- Knowledge of industry, and compensation and benefits practices within industry
- Voluntary license(s) and certification(s)

Skills/Personality Traits:

- People-focused
- Organized
- Good Communicator
- Detail oriented
- Judgment
- Good Negotiator
- Compassion
- Fair-minded

Helpful Links:

- Human Resources Manager, <https://www.careergirls.org/career/human-resources-manager>
- Human Resources Managers, <https://www.bls.gov/ooh/management/human-resources-managers.htm#tab-1>
- What Does a Human Resources Manager, Generalist, or Director Do?, <https://www.thebalancecareers.com/what-does-a-human-resources-manager-do-1918551>