

HUMAN RESOURCES MANAGER

Job Description

POSITION OVERVIEW

Job Title: Human Resources Manager

Department: Human Resources

Reports to: Chief Executive Officer / Chief Operating Officer

Employment Type: Full-time

Location: [To be specified]

Salary Range: ₹7,00,000 - ₹14,00,000 per annum (Based on experience and qualifications)

Last Updated: August 2025

COMPANY OVERVIEW

[Company Name] is a [industry type] organization committed to fostering an inclusive, innovative, and dynamic workplace where talent thrives. We believe our people are our greatest asset, and we are dedicated to creating an environment that promotes professional growth, collaboration, and excellence.

POSITION SUMMARY

We are seeking an experienced and strategic Human Resources Manager to lead our HR department and oversee all aspects of human resources practices and processes. The successful candidate will be responsible for developing and implementing HR strategies aligned with our organizational goals, managing talent acquisition, fostering employee relations, and ensuring compliance with all employment laws and regulations.

The HR Manager will serve as a key strategic partner to senior leadership, driving initiatives that enhance organizational culture, employee engagement, and operational effectiveness. This role requires a seasoned professional who can balance strategic thinking with hands-on execution while maintaining the highest standards of confidentiality and integrity.

KEY RESPONSIBILITIES

Strategic HR Management

- Develop and implement comprehensive HR strategies and initiatives aligned with overall business strategy
- Partner with senior leadership to understand organizational goals and translate them into effective HR policies and procedures
- Conduct workforce planning and forecasting to meet current and future staffing needs
- Lead organizational development initiatives to support business growth and transformation
- Monitor industry trends and best practices to ensure competitive HR practices

Talent Acquisition & Management

- Oversee the complete recruitment and selection process from job analysis to onboarding

- Develop effective employer branding strategies to attract top talent
- Design and implement comprehensive onboarding programs for new employees
- Manage succession planning and talent development initiatives
- Coordinate with hiring managers to understand staffing requirements and develop job descriptions

Employee Relations & Engagement

- Foster positive employee relations and serve as a liaison between management and employees
- Address employee grievances, conflicts, and disciplinary matters in a fair and consistent manner
- Develop and implement employee engagement initiatives to enhance workplace culture
- Conduct exit interviews and analyze turnover data to identify improvement opportunities
- Promote diversity, equity, and inclusion (DEI) initiatives across the organization

Performance Management

- Design and oversee performance management systems and processes
- Train managers on effective performance evaluation techniques
- Facilitate goal-setting and performance review processes
- Develop performance improvement plans and manage underperformance issues
- Recognition and reward program development and implementation

Compensation & Benefits Administration

- Develop and manage competitive compensation and benefits packages
- Conduct salary benchmarking and market analysis to ensure competitive positioning
- Oversee benefits enrollment, administration, and employee communications
- Manage payroll processes and ensure accuracy and compliance
- Handle workers' compensation claims and disability management

Training & Development

- Assess organizational training needs and develop comprehensive learning programs
- Design and deliver training sessions on HR policies, compliance, and soft skills
- Coordinate leadership development and career planning initiatives
- Manage training budgets and evaluate program effectiveness
- Support professional development opportunities for all employees

Compliance & Risk Management

- Ensure compliance with all federal, state, and local employment laws and regulations
- Develop and maintain HR policies and procedures in accordance with legal requirements
- Conduct workplace investigations and manage legal matters related to employment
- Maintain confidential employee records and HR documentation
- Stay current on employment law changes and implement necessary policy updates

HR Operations & Administration

- Maintain HRIS (Human Resources Information System) and ensure data accuracy
- Prepare HR reports and analytics for management decision-making
- Manage HR budgets and vendor relationships

- Oversee workplace health and safety programs
- Lead HR projects and initiatives as assigned

REQUIRED QUALIFICATIONS

Education

- Bachelor's degree in Human Resources Management, Business Administration, Psychology, or related field
- Master's degree in HR or MBA preferred
- Professional HR certifications (PHR, SHRM-CP, SHRM-SCP) strongly preferred

Experience

- Minimum 5-7 years of progressive HR experience with at least 3 years in a managerial role
- Proven track record of developing and implementing HR strategies in medium to large organizations
- Experience with full-cycle recruiting, performance management, and employee relations
- Demonstrated experience in change management and organizational development

Technical Skills

- Proficiency in HRIS systems (Workday, PeopleSoft, SAP SuccessFactors, or similar)
- Advanced knowledge of Microsoft Office Suite (Excel, Word, PowerPoint, Outlook)
- Experience with applicant tracking systems (ATS) and recruiting platforms
- Understanding of HR analytics and reporting tools
- Knowledge of payroll systems and benefits administration platforms

Core Competencies

- Strategic Thinking: Ability to align HR initiatives with business objectives and long-term organizational goals
- Leadership: Proven ability to lead teams, influence stakeholders, and drive organizational change
- Communication: Exceptional verbal and written communication skills with ability to interact at all organizational levels
- Problem-Solving: Strong analytical and critical thinking skills with ability to resolve complex issues
- Ethical Standards: Highest level of integrity, confidentiality, and professional ethics
- Cultural Competence: Deep understanding of diversity, equity, and inclusion principles

PREFERRED QUALIFICATIONS

- Experience in [specific industry] sector
- Knowledge of international HR practices (if applicable)
- Experience with HR transformation initiatives
- Background in change management and organizational psychology
- Bilingual capabilities (specify languages if relevant)
- Experience with remote/hybrid workforce management

KEY SKILLS & COMPETENCIES

Essential HR Skills

- Employee Relations: Expert-level conflict resolution and mediation abilities
- Talent Management: Comprehensive understanding of recruitment, selection, and retention

Strategies

- Performance Management: Ability to design and implement effective performance systems
- Compensation Design: Knowledge of job evaluation, salary structuring, and incentive programs
- Legal Compliance: Thorough understanding of employment law and regulatory requirements

Soft Skills

- Emotional Intelligence: High level of empathy and interpersonal sensitivity
- Adaptability: Ability to thrive in fast-paced, changing environments
- Influence & Persuasion: Capacity to gain buy-in and drive initiatives across the organization
- Coaching & Development: Skill in mentoring and developing team members and managers
- Decision-Making: Sound judgment and ability to make difficult decisions under pressure

Future-Focused Skills

- Digital Literacy: Comfort with HR technology and emerging digital tools
- Data Analytics: Ability to interpret HR metrics and make data-driven decisions
- Change Management: Experience leading organizational transformation initiatives
- Cross-Cultural Competence: Understanding of global workforce dynamics
- Agile Methodology: Familiarity with agile approaches to HR service delivery

PHYSICAL & ENVIRONMENTAL REQUIREMENTS

- Office environment with standard business hours (Monday-Friday, 9:00 AM - 6:00 PM)
- Occasional travel required for training, conferences, or multi-location visits
- Ability to lift up to 25 pounds occasionally
- Extended periods of sitting and computer work
- Occasional evening or weekend work during peak recruitment periods or special projects

PERFORMANCE METRICS & SUCCESS MEASURES

Year 1 Objectives

- Successfully onboard and integrate into the organization (first 90 days)
- Complete comprehensive assessment of current HR practices and present improvement recommendations
- Implement at least two strategic HR initiatives that enhance employee experience
- Achieve 90% employee satisfaction rate in HR service delivery surveys

Ongoing KPIs

- Employee turnover rate reduction
- Time-to-fill positions improvement
- Employee engagement scores
- Compliance audit results

- Training program completion rates
- Cost-per-hire optimization

COMPENSATION & BENEFITS PACKAGE

Salary Structure

- Base salary: ₹7,00,000 - ₹14,00,000 annually (commensurate with experience)
- Performance-based bonus potential: Up to 15-20% of base salary
- Annual salary review and adjustment opportunities

Comprehensive Benefits

- Health Insurance: Medical, dental, and vision coverage for employee and family
- Retirement Benefits: Provident Fund (PF) and Gratuity as per statutory requirements
- Paid Time Off: 21-30 days annual leave, sick leave, and public holidays
- Professional Development: ₹50,000 annual budget for training, conferences, and certifications
- Flexible Work: Hybrid work arrangements with 2-3 days work-from-home option
- Additional Perks: Life insurance, disability coverage, wellness programs, and employee assistance program

CAREER ADVANCEMENT OPPORTUNITIES

This role offers significant growth potential including:

- Advancement to Senior HR Director or VP of HR roles
- Opportunity to lead organizational transformation initiatives
- Cross-functional project leadership experiences
- Mentoring and development of HR team members
- Industry recognition through professional association involvement

ORGANIZATIONAL CULTURE & VALUES

We seek candidates who embody our core values:

- Integrity: Highest ethical standards in all interactions
- Innovation: Creative problem-solving and continuous improvement mindset
- Collaboration: Team-first approach with strong partnership skills
- Excellence: Commitment to delivering outstanding results
- Respect: Inclusive and respectful treatment of all individuals

APPLICATION PROCESS

How to Apply

1. Submit comprehensive resume/CV highlighting relevant HR experience
2. Include a cover letter addressing your interest in the role and relevant qualifications
3. Provide three professional references with current contact information
4. Complete any required assessments or questionnaires as requested

Selection Process

1. Initial Screening: Resume review and phone screening (1 week)

2. First Interview: Video/in-person interview with HR team (Week 2)
3. Panel Interview: Meeting with senior leadership and key stakeholders (Week 3)
4. Case Study: Presentation on HR strategy or specific scenario (Week 3-4)
5. Final Interview: Meeting with CEO/COO and reference checks (Week 4)
6. Offer & Onboarding: Job offer and 30-day onboarding program (Week 5-9)

Required Documents

- Government-issued photo identification
- Educational certificates and transcripts
- Professional certifications
- Previous employment verification
- Background check authorization

EQUAL EMPLOYMENT OPPORTUNITY

[Company Name] is an equal opportunity employer committed to creating an inclusive environment for all employees. We do not discriminate based on race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status. We actively promote diversity and inclusion in all aspects of employment.

CONFIDENTIALITY & COMPLIANCE DISCLAIMER

This position requires handling of confidential employee information and sensitive business data. The successful candidate must:

- Sign comprehensive confidentiality and non-disclosure agreements
- Comply with all data protection and privacy regulations
- Maintain professional standards of discretion and confidentiality
- Report any potential conflicts of interest

ADDITIONAL INFORMATION

- Reporting Structure: Direct reports may include HR Coordinators, Recruiters, and HR Analysts
- Budget Responsibility: Management of annual HR budget (typically ₹50 lakh - ₹1 crore)
- Vendor Management: Oversight of HR technology providers, benefits administrators, and external consultants
- Cross-functional Collaboration: Regular interaction with all department heads and senior management

CONTACT INFORMATION

Hiring Manager: [Name and Title]

Email: recruitment@company.com

Phone: [Contact Number]

Address: [Complete Company Address]

Website: [Company Website URL]

Application Deadline: [Specific Date]

Expected Start Date: [Date Range]

Position Status: Open

Last Updated: August 25, 2025

This job description is not exhaustive and may be updated to reflect changing organizational needs and industry requirements. Additional duties may be assigned as business needs evolve.

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