

[Company Name & Logo]

HR Manager Job Description

[*TEMPLATE NOTE*]: *The details in blue below are for you to customize to meet your specific needs. You can also add or delete any information that is not relevant to your open position or company.*

Job Title: HR Manager

Job Classification: [part-time, full-time, exempt, non-exempt]

Job Location: [city/state, remote]

Compensation: [hourly rate, salary amount, salary range]

Reports to: [Supervisor name and/or title, department]

Hire Date (optional): Accepting resumes through [month/day/year]

About Us

[Company Name], founded in [year], and located in [city/state], is in the business of [list core business practices and/or products/services]. We are a team of [number] employees whose mission is to [list company mission statement]. Our values as a company are [list company culture/values]. [Company name] has been recognized for [list accolades and accomplishments].

About You

We are seeking a qualified HR Manager to join our [list department] team. Core responsibilities include:

- Plan, coordinate, and direct all human resources initiatives
- Recruit and hire top talent
- Enforce company policies and practices
- Manage and execute benefits program
- Serve as a link between the company's management team and employees
- Serve as point leader for all disciplinary actions
- [list additional job responsibilities]
- Other duties as assigned by management

Required Skills & Experience

- Candidate must have [high school diploma or specific degree]
- Candidate must have [x years] of experience with human resources

[Company Name & Logo]

- Candidate should be familiar with [list software or soft skills]
- Preferred qualifications include [list additional qualifications]
- [list other required skills and/or experience]

Ideal Candidate

[Example - *The HR Manager will be advanced in their knowledge of human resources with an ability to develop and execute HR initiatives, drive change management programs, and manage employee relations matters. Must also be highly organized and able to prioritize tasks efficiently.*]

Compensation

[Hourly rate, salary, salary range]

Benefits include:

- [Healthcare - medical, dental, vision]
- [401k, pension]
- [Paid time off - including PTO, Sick, and Holidays]

How to Apply

Please send a cover letter and resume to [email address], or apply online at [insert application link].

[Company name] is an equal opportunity employer and does not discriminate based on age, gender, disability, military status, race, religion, marital status, or any other protected classes under the law.