

HR Manager Job Description

1. Job Brief (About the Role)

{{Company Name}} is hiring an HR Manager to own the people function across the full employee lifecycle. This role reports to the {{COO / VP People}} and partners with managers on hiring, employee relations, compliance, and benefits for our {{headcount}}-person team.

Three or four sentences: the team, who the role reports to, and why this position exists. Skip generic openers like "We are looking for..."

2. Responsibilities

- Administer the {{HRIS}} and keep employee records, org data, and reporting accurate
- Own full-cycle recruiting: job postings, interviews, offers, and onboarding
- Handle employee relations issues, investigations, and corrective action with documentation
- Administer benefits open enrollment, leave (FMLA/ADA), and workers' comp claims
- Run payroll inputs and partner with {{Finance / payroll provider}} on each cycle
- Maintain compliance with FLSA, EEO, and {{state}} labor law; keep policies and the handbook current
- Coach managers on performance management and run the review cycle
- Track HR metrics (turnover, time-to-fill, headcount) and report to leadership

Eight to twelve bullets, each starting with a verb. Keep them specific to the day-to-day work, not aspirational filler.

3. Requirements & Skills

- {{X}}+ years in HR, including {{2}}+ in an HR generalist or manager role
- Working knowledge of FLSA, FMLA, ADA, and EEO compliance
- Hands-on experience with an HRIS and a payroll system ({{Workday, BamboOHR, ADP, or Gusto}})
- Proven discretion handling confidential employee and compensation data
- Bachelor's degree or equivalent HR experience

List the must-haves: experience, licenses or certifications, the systems and tools used, and any physical or shift realities.

4. Nice-to-Have

- SHRM-CP/SHRM-SCP or PHR/SPHR certification
- Experience supporting a {{multi-state}} workforce

Two to four genuinely optional items. Keep them strictly separate from Requirements so they don't deter good

applicants.

5. Compensation & Benefits

Pay range	{{Salary Range}}
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Enter a pay range from local market data — do not leave it blank. Pay transparency improves applicant quality and is now required in many states.

6. Schedule & Work Environment

- {{Full-time}}; standard business hours with flexibility during open enrollment and reviews
- {{On-site / hybrid}} at {{location}}; some availability for employee escalations
- Occasional travel to other sites, if applicable

Be honest about shifts, weekends, overtime, and the physical environment. Realistic expectations reduce early turnover.

7. How to Apply

To apply, {{application instructions — e.g., send a resume and short cover note to careers@company.com}}.

{{Company Name}} is an equal opportunity employer. We celebrate diversity and are committed to an inclusive workplace. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other characteristic protected by law.