

# Job Description Template for Regional HR Manager

**Job Title:** Regional HR Manager

**Industry:** [Insert Industry – e.g., BFSI, ITeS, Healthcare, etc.]

**Location:** [Insert Location]

**Salary Range:** [Insert Salary]

**Department:** [Insert Department]

**Work Hour Allocation:** [Insert Details]

## POSITION OVERVIEW

As a Regional HR Manager, you will lead and manage the HR operations across multiple branches within a defined geographic region. The role requires you to implement HR strategies, ensure policy compliance, and drive employee engagement while aligning with the broader organizational goals. You will serve as a key liaison between corporate HR and regional units, ensuring a consistent and responsive HR service delivery.

## ABOUT THE ORGANIZATION

[Insert Industry-Specific Insights]

[Customize this section with a company overview: mission, values, and relevance to the target industry such as BFSI, Healthcare, ITeS, etc. Highlight what sets the company apart. Mention scale and scope of the organization, especially regional presence.]

## LEVEL OF EXPERIENCE / EXPERTISE REQUIREMENTS

**(Use as per requirement)**

**Mid Level ( 3-6 years):** Strong understanding of core HR processes including recruitment, onboarding, and performance management

**Senior Level (6+ years):** Proven experience in multi-location HR management and Strong exposure to labor laws, compliance, and conflict resolution

## JOB PROFILE SPECIFIC QUALIFICATION

**(Add more if required)**

- Bachelor's/Master's degree in Human Resources, Business Administration, or related field
- Certification in HR management or labor law is an advantage
- Minimum 6 years of relevant HR experience, with at least 2 years in a regional/multi-site leadership role
- Familiarity with HRMS systems and data-driven decision-making

## ROLES AND RESPONSIBILITIES

**(Use as per level of expertise you required)**

- Develop and implement regional HR strategies aligned with corporate goals
- Manage end-to-end employee lifecycle processes including onboarding, training, and offboarding
- Ensure adherence to employment laws, regulatory compliance, and internal policies
- Drive talent acquisition and retention strategies in line with business needs
- Lead employee engagement programs and grievance redressal mechanisms
- Collaborate with business leaders to manage workforce planning and performance reviews
- Maintain HR dashboards, reports, and audit documentation
- Support learning and development initiatives and succession planning
- Act as culture ambassador, driving DEI and organizational values across locations

## Skills Required (Technical + Behavioral):

- In-depth knowledge of regional labor laws and HR compliance
- Proficiency in HR analytics, reporting tools, and HRMS platforms
- Strong interpersonal and leadership capabilities
- Conflict resolution and negotiation skills
- Effective communication and stakeholder engagement
- Cultural sensitivity and adaptability to manage diverse teams
- Strategic thinking with hands-on execution

## ABOUT PMAPS

PMaps is India's leading visual-based talent assessment platform, offering 500+ job-specific psychometric assessments, AI-powered interview tools, and seamless integrations with leading ATS and LMS systems. Trusted by top organizations, we help you hire smarter, reduce hiring time by up to 75%, and cut hiring costs by up to 65%.

For more details or for tailored solutions, Call+91 8591320212, Email – [assessment@pmaps.in](mailto:assessment@pmaps.in), or Book a demo for a quick view of our solution.