**Human Resource Management**

Name

Institution

Course

Instructor

Date

**Human Resource Management**

As a human resource manager, designing an effective organizational chart where leaders and employees understand their roles is appropriate. That helps ensure that workers understand their duty and there are no collisions in the workplace. Moreover, an organizational chart will help stakeholders understand who is responsible for what in case of business failures. Therefore, the following is a three-department chart showing the ten employees to cover the positions in the new I- Ride division.

**Proposed organizational chart**

Software engineer

Technical engineer

Manufacturing Engineer

Production Engineer

Communications operator

Customer care agent

Sales manager

Marketing Manager

Account Manager

Receptionist

**Memo**

**To:** VP-HR Manager

**From:** Human Resource Manager

**Date:** 2/6/2023

**Re:** Recommendation for staffing the new I-Ride division and the proposed organizational chart.

The memo discusses the steps the firm has chosen to remain competitive in innovation. The company aims to form an I-Ride division responsible for managing automated cars. Therefore, new staff must be recruited to fill the positions necessary for effective department management. That also necessitates forming an organizational structure listing the ten selected employees. Each employee will be listed below their respective work division for easy reference by any company member. Therefore, I am writing to inform you of the recommended plan for staffing the new I-Ride division and the proposed organizational chart.

After careful consideration, the best option to ensure the effectiveness of the I-Ride division is to form the units that will manage the project and address the duties of each department. Thus, the first division will be Engineering. I-Ride can only survive with this department. Due to the great importance of the division, it will receive four employees. That means that it is the department with the highest number of employees. They will be liable for designing and maintaining the automated vehicles necessary for offering transportation services. They will also be responsible for ensuring the initial design of the cars continues to improve to remain competitive and attract more customers.

The other division will be marketing. The department will receive three workers since its duties will not be complicated. Their main duty will be identifying a method to market the I-Ride vehicles. It has already been decided that clients will pay a monthly fee for insurance, repairs, and fuel. The marketing team will thus conduct market analysis and make a pricing plan that favours the customer and the business. The division will also create a media campaign to help introduce the I-Ride to the citizens of Houston, Texas, where the cars will be first introduced. Also, the media campaign must include subscription costs and details on how to rent an I-Ride vehicle.

The third department and last department will be customer service. As a relatively new department, the business expects many calls from customers needing assistance on different aspects of the project. As a result, the customer service department will have three staff members. The segment will also compile all customer feedback necessary for enhancing the I-Ride further. However, the firm must first employ the engineering staff to make prototypes. The marketing and customer service teams will be employed once the prototypes are made and ready for market testing. That will protect the company from the financial burden of hiring many workers simultaneously.