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# Example of Associate HR Generalist Job Description

Our growing company is looking to fill the role of associate HR generalist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for associate HR generalist

* With limited supervision of HR Management or Senior HR professionals may coordinate and/or administer various aspects of the organization’s compensation and benefit, recruitment, training, organization development, and employee relations programs
* Manages Performance Improvement Plans (PIPs) and warnings in an effective, aligned and timely manner
* Applies displayed skills of investigation, interpretation and decision making
* Administers HR programs including practices, policies, processes and administration of (eg., time tracking, absence management, payroll support, E-Verify, performance management, compliance training, rewards and recognition)
* Works independently on ad-hoc projects and initiatives
* Tracks HR metrics
* Process various confidential forms and records
* Support a variety of employment/personnel activities
* Under direct supervision provide administrative support to functional areas of Human Resources
* Assist with coordination of HR functional tasks activities within a business unit

## Qualifications for associate HR generalist

* Ability to build and maintain relationships with internal business partners and work with associates and all levels of leadership
* High energy level and a customer service orientation
* Excellent typing and data entry skills and proficiency with Microsoft Office software
* Two to four years of HR experience in roles directly interacting with and supporting clients and people leaders
* Bachelor’s degree from an accredited college/university in Human Resources, Business Administration, or a related field
* Two to Five years of previous Human Resources experience required, one year as an HR Generalist