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# Example of HR Operations Associate Job Description

Our company is looking to fill the role of HR operations associate. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for HR operations associate

* 1-2 years of human resources and/or recruitment experience
* Bachelor's Degreen in Human Resources Management or related field
* Confident and strong communicator (written and verbal)
* Able to effectively manage multiple projects and activities simultaneously
* Solutions-oriented and continuously striving to find new and better ways to do things
* Strong interpersonal skills - flexible, collaborative, positive attitude and highly motivated
* Experience generating reports, analyzing and interpreting data
* Strong computer proficiency, with a firm grasp on MS Office tools and sufficient tech savvy to identify potential tech solutions and/ or quickly learn and master new software programs/ applications
* Processing of all HR admin transactions (incl
* Processes and tracks charges of discrimination and OFCCP audits

## Qualifications for HR operations associate

* Strong analytical (qualitative and quantitative), financial modeling, and presentation skills
* Strong executive poise and presence
* Prepares communications to charge investigators as necessary to facilitate charge management
* Assists the Fair Employment Consultants in document retention and production for charge and audit responses
* Prepares routine and level one responses to charges of discrimination and OFCCP audits
* Serves as a point of contact for communications regarding associate relations and labor issues and charges of discrimination, and ensures follow-through on inquiries