

Example of Assistant Human Resources Job Description

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Our innovative and growing company is looking to fill the role of assistant human resources. 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 assistant human resources

- Prepares and maintains employee files, assuring timeliness, accuracy, completeness, compliance and confidentiality
- Prepare and maintain HR department key metrics
- Research and analyze data for special projects and policy development
- Manages all HR filing
- Maintain weekly/monthly HRIS reports and distribute accordingly
- Assists in development and implementation of personnel policies and procedures
- Maintains Kronos and Magнал Time Records and transmits to Payroll for Neckwear and Speedo, DC
- Work closely with Corporate Payroll to ensure that accurate and timely pay is being issued when processing new hires, transfers, salary increases or terminations
- Process all HRIS related changes in a timely manner
- Coordinates and manages Safety Meetings for Warehouse/Manufacturing and Office associates

Qualifications for assistant human resources

- Previous Human Resources or Management experience
- Manage the Safety Program for Neckwear LA including but not limited to

- Responsible for maintaining personnel files for all associates, active and terminated
- Greet applicants and colleagues coming to HR
- Support the Employment and Employee Relations team with many day-to day activities including coordinating internal job postings, overseeing New Colleague Orientation, and special projects
- Assist in special events such as Wear Red Day, Take Our Sons and Daughters to Work Day and our summer internship program