



# Example of Assistant Manager Human Resources Job Description

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Our innovative and growing company is searching for experienced candidates for the position of assistant manager human resources. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for assistant manager human resources

- The Assistant Human Resources Manager will also ensure that all employees working are being treated fairly and correctly under the federal and state guidelines that have been set and that all employees have been trained properly according to corporate, state and federal guideline
- Supports the integration of new employees from HR side (initiate relocation and moving activities, onboarding, feedback meetings )
- Review, establish and implement various Global HR Policies and Procedures, Employee Handbook
- This position's primary responsibility will be managing the Non Profit Organizations program
- Ensures that the HR Polices Manual, other manuals, are kept current
- Ensures that new associates receive proper orientation
- Provides guidance to Dept
- Coordinate Affirmative Action Program record keeping assuring appropriate employment actions are maintained
- Complete and submit on timely basis all weekly, monthly, quarterly and annual reports as required
- Daily job duties can range from consulting with managers and supervisors concerning individual employees or groups, identifying and resolving employee-related matters or providing guidance and mediation on staffing and management issues

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- Maintain stable day-to-day operations whilst seeking ways to improve operational effectiveness, standardizing tasks to a high degree where possible and reducing complexity
  - Ownership of payroll processes, payroll reports and analytics, reconciliations
  - Supervise payroll accounting, including the posting of monthly payroll journals, compensation accruals and other payroll related accounting entries, review and sign-off payroll account reconciliations
  - Effectively lead all internal and external audit activities related to payroll, ensuring compliance to country regulations and satisfactory audit outcomes
  - Actively participate in Global and Regional projects or initiatives that introduce value to the client and the organisation as a whole
  - Maintain and drive key relationships with internal and external vendors ensuring payroll practices are clearly regulated with a high level of discipline