



Example of Assistant Manager Human Resources Job Description

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Our company is growing rapidly and is looking for an assistant manager 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 manager human resources

- Conduct in-person interviews and screening of candidates
- Consult with compensation/HR Managers on salary administration to ensure consistency in administration of salary offers relative to hiring, promotions, transfers, internal equity
- Manage marketing positions on electronic job boards
- Partner with corporate recruiting
- Successfully interact and respond to employee/candidate hiring/promotion issues and concerns
- Partner with & maintain professional contact with local companies and provide benchmark data
- Process wage verifications
- Maintain Employee portion of location Communication board and facilitate payment for Spot Award nominations
- Compile unemployment information to TALX and participate in hearings
- Process all leave of absence requests including but not limited to FMLA, disability paperwork, medical and or personal LOA requests

Qualifications for assistant manager human resources

- Minimum 2 years' experience in the Human Resources, management operations or related professional area in a 5 star hotel

- High proficiency in English with computer skills such as MS Office, HRIS
- Mobility strongly preferred
- Requires a working knowledge of various areas of Human Resources such as employee relations, workers' compensation, and recruitment and selection processes associate retention