



Example of Associate HR Generalist Job Description

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Our growing company is hiring for an associate HR generalist. 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 associate HR generalist

- Input data in Human Resources Information System as directed by authorized persons
- Ensure accurate and timely processing for a high volume
- Ensure balancing is performed each payroll
- Accurately calculate prorated payments for new hires, terminated employees, and employees on leave
- Prepare tax balance adjustments
- Process off-cycle payments
- Respond professionally to payroll inquiries and resolve discrepancies as required
- Work on problems solving and special projects within department
- Continue to support to Payroll management team
- Maintain a positive mindset and professional demeanor

Qualifications for associate HR generalist

- Bachelors degree in Human Resources related field required or four to six years of equivalent work experience
- SHRM-CP or PHR Certification
- Ability to bring credibility to human resource functions through professional qualifications, leadership, and the highest levels of integrity
- Ability to handle a high volume of confidential information is required

- Must be able to function with a high level of proficiency in a fast paced and rapidly changing environment while demonstrating the ability to multitask