

Example of Associate HR Job Description

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Our innovative and growing company is looking to fill the role of associate HR. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for associate HR

- Initiating and coordinating, in accordance with the university policies and procedures, the recruitment process for various departmental positions including but not limited to processing new hires, conducting reference checks, background verifications assisting managers with the on-boarding process
- Assist Regional HR Manager with regional development and facilitation of various training initiatives predicated on business needs and corporate goals
- Graduate degree from an accredited university in Human Resource Management or a similarly related field
- Manages foundational HR operations (e.g., annual review cycle, promotion processes, objective-setting, succession planning,) for assigned teams, in partnership with global functional HR generalists
- Respond to employee e-mails accurately and in a professional and timely manner
- Responsible for entering and maintaining some worker records in Oracle
- May monitor electronic new hire feed from Taleo to Oracle and audit new hire records
- Incorporate the vision set forth by the HR leadership Team
- Partner with Human Resource Business Partners/Leaders to further develop and integrate tools to increase customer awareness and satisfaction, improve overall system and operating efficiencies
- Partner with Operations Management to develop annual workforce strategy (perform workforce analysis including turnover, total compensation,

Qualifications for associate HR

- Operates effectively with limited direction
- Self-starter who is process-oriented
- Full range HR module management experience, including but not limited to personnel administration, recruitment, C & B, training, performance evaluation
- More than ten years of experience HR area in Banking, Financial Institution, equity investment or corporate merger and acquisition at international investment banks, or have experience of provide HR support on overseas M & A cases is preferred
- Work experience in financial related headhunter will be preferred
- 2 years + experience in Operational/Transactional support role