

Example of Associate HR Job Description

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Our growing company is hiring for an 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

- Assist in the preparation and communication of HR-related materials and topics
- 3 years' of HR Generalist and employee relations experience supporting a business group with remote and/or field-based employees in a manufacturing or sales and distribution setting
- Employee Relations – in collaboration with the Director will complete fact finding, analyze, assess and recommending actions for various levels of employee relations issues within the customer base
- Maintain Client Records - Primary responsibility for the integrity of all SAP transactional changes for HR Business Team's customer base, documenting changes on Personnel Action Notice (PAN), receiving appropriate signatures, and ensuring filing in personnel files and with payroll department in a timely manner
- Employee Communications – participate in HR Excellence calls to stay current with all upcoming HR communication
- Use the position management system to create positions to activate/deactivate positions as needed
- Manage employee relations issues, including conflict resolution, disciplinary actions and exit strategies process termination checklist and IT terminations
- Developing and maintaining tools and programs to manage and support the maintenance, tracking, and reporting of departmental information and metrics pertaining to internal human resource activities operational and strategic initiatives of the department
- Assist employees by answering employee requests and questions

Qualifications for associate HR

- 5 years of HR Operations
- Experience with HR software systems
- Three to Five years of professional experience, preferably HR in financial services
- Answer and direct HR inquiries (translate the Japanese inquiries into English if applicable) to the appropriate HR team to process or seek guidance on follow up actions
- Administer benefits programs such as insurance policies, social security programs, Corporate doctor visit support, annual medical check-up, employee recreation club, Employee Assistance Program, childcare program support, and invoice processing
- Process incoming mails and facsimiles by scanning and distributing them to the respective HR teams for guidance on follow up actions