Our company is searching for experienced candidates for the position of associate HR. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for associate HR

- Performance management platform support
- Partner with HR Manager, Employee Relations and Labor Relations to resolve employee relations issues and conduct effective, thorough and objective investigations for our Engineering population
- Contribute to the development of new and existing Corporate HR programs through the HRBP team and deliver those programs to the platform
- Assist with tracking employee information, records, and changes
- Create onboarding schedules
- Collaborate with finance, benefits, and administration as it relates to HR
- Assist operations team approximately 20-30% of the time in answering the phone line, mail distribution, faxing and clerical work
- Prepare and maintain employee files, ensuring accuracy, compliance and confidentiality
- Provide new hire orientations and benefit orientations, oversee benefit enrollments
- To partner with the Cluster Office in providing value added HR services which enable a superior business performance

Qualifications for associate HR

- Ability to work independently as the single HR Operations person in the location

- Advanced business-level English and German, written and spoken
- Relevant experience either within an HR department or from a line function role including regular work with HR processes such as position management
- Previous process improvement identification and successful implementation, collaborating with others for the best team outcomes and results that improved ongoing performance
- Used to working in a modern fast-moving multi-tasking environment alongside colleagues from different countries with different approaches and thinking styles