

Example of Associate HR Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of associate HR. 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

- Certification and Licensure tracking and documentation
- EANs & caregiver file maintenance
- Serve as a liaison with the HR Service Center
- Conduct caregiver file research
- Drafting, editing and layout of print, online and multimedia copy
- Acting as project manager on large-scale communications projects, managing multiple deliverables at one time
- Producing, filming and editing simple video communications
- Managing graphic design, web design and print production with outside vendors
- Exploring new communication vehicles to better reach associates
- Leading communications for Health & Welfare benefits function, including but not limited to annual benefits enrollment for union and non-union populations and companywide well-being program

Qualifications for associate HR

- 2 years of experience using MS Office and an ERP (Oracle, SAP)
- To track compliance of HR policies, documents, processes employment letters
- To advice changes in HR policies, documents, processes based on actions required for compliance

- Must have and maintain a knowledge of employment law and regulations
- Ability to communicate verbally and in writing to all levels of the organization