



# Example of Associate, Human Resources Job Description

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Our growing company is looking for an associate, human resources. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for associate, human resources

- Manage the full-cycle recruiting process
- Conduct searches for candidates using traditional and creative sourcing methods
- Determine candidate suitability by evaluating the requirement against the open position
- Utilize ATS-Virtual Edge
- Assist with the maintenance of Human Resources Information System
- Partner with Corporate Human Resources and HR Manager to effectively communicate corporate initiatives
- Serve as point of contact to support metrics and reporting for department
- Provide data, charting, reporting, and presentation requests
- Track and monitor disability and leave claims in coordination with 3rd Party vendor
- Propose compensation changes for internal promotions and other external entry level roles for HR Manager to review

## Qualifications for associate, human resources

- Knowledge of Federal and State guidelines and labor laws 2 of which should be in a management capacity
- 1+ year of entry level Human Resources experience
- Manage open enrollment processes to include the distribution of materials

- Resolve discrepancies with carriers, payroll and the company in a timely manner
- Experience supporting someone in remote locations considered a plus
- 1-2 years of experience in the Human Resources field is desired