



Example of Associate, Human Resources Job Description

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Our innovative and growing company is looking for an associate, human resources. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for associate, human resources

- Assist the Talent Acquisition team in the sourcing and selection process as needed
- Cross-train on employee compensation information and be prepared to support the finance team in administration of payroll
- Responds to HR Employee Service Center (ESC) inquiries and reports on trends and ways to improve HRESC inquiry process and tracking
- Conducts new employee orientation and recommends ways for improvement
- Provides administrative support to HRESC to include organization of HR record keeping system
- Follows HR practices for timely and legal filing of personnel, applicant/EEO, and immigration record keeping
- Assists with coordination for communications for assigned programs, Onboarding program logistics to include executive welcome and compiling a variety of orientation packets
- Assists with coordination of employee program activities (e.g., employee resource groups)
- Ensures personnel files, I-9 and immigration documents are filed and current on a quarterly basis
- Maintains website for all program activities

Qualifications for associate, human resources

- Must possess strong verbal and written communication skills
- Up to 2 years of directly related human resources work experience
- Serves as a back-up contact for employees with HR-related questions
- Possesses oral and written communication skills, and can maintain confidentiality
- Familiarity with ABRA