



Example of Associate, Human Resources Job Description

Powered by www.VelvetJobs.com

Our innovative and growing company is looking for an associate, human resources. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for associate, human resources

- Provide HR administrative support to the Senior Director of Human Resources, as needed
- Assist with the various processes of on and off-boarding staff
- Provide reception, general office and administrative support to the HR department, including answering phones and greeting visitors, distributing mail to HR staff, maintaining files
- Accept and assist student employees with completion of new and re-hire paperwork
- Serve as liaison with Payroll vis a vis student employees
- Disseminate information and respond to inquiries from students, supervisors, and other on-campus departments participating in the student employment process
- Research problems/issues that arise and contact and assist supervisors, referring them to appropriate department(s) when necessary
- Scan students' documents into Docuware and retrieve when necessary
- Complete employment verifications and wage garnishments for student employees
- Update and maintain various HR logs (vouchers, PAF's,), records and files, including some data entry into HRIS (Colleague)

Qualifications for associate, human resources

- Working knowledge of OrgPlus and Ultipro
- Outstanding organizational skills and an extraordinary attention to detail
- Experience in non-profit/education field preferred
- Spirit of tenacity, high quality work products, resourcefulness, teamwork oriented, and a sense of humor