



Example of Associate, Human Resources Job Description

Powered by www.VelvetJobs.com

Our innovative and growing company is looking to fill the role of associate, human resources. 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, human resources

- May serve as contact for consultants on HR related items
- Assists in support of, and communicating with, internal clients including home and field office staff by addressing their inquiries and needs promptly
- Conducts orientation for chiefs of party, coordinating logistics of other HR members to participate
- Facilitates orientation for new hires starting during an off-cycle period, ensuring that I-9, tax forms and other important forms are completed in a prompt manner
- Alerts members of the Separation Notice team about employee departures
- Apply technical HR acumen by demonstrating knowledge about state and federal labor, employment, and insurance law
- Draw upon their HR skills to more strategically align HR to the core business
- Collaborate with senior management and the Director of HR to proactively resolve employee relations issues
- Manage day-to-day HR related questions, and work with the HR Service Center as appropriate
- Payroll –check payroll against new employees, bonus payments, travel incentive and any payments that are payroll related

Qualifications for associate, human resources

- Demonstrated experience applying and interpreting human resources policies and procedures. Demonstrated experience successfully managing programs and/or projects
- 3+ years of administrative experience, preferably on an HR team
- Minimum of one year of general HR experience
- 4+ years of experience with best practices, state and federal labor, and insurance
- Minimum of 2 years' proven Union/ Labor Relations experience a plus