

Example of HR Associate Job Description

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Our company is searching for experienced candidates for the position of HR associate. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for HR associate

- New hire offer process including SOX audits and deciphering which offer and packet of materials to give to the candidate, creating offer letters, posting offers to the candidate portal
- Be the first point of contact and be fully knowledgeable with employee queries on entitlements re annual leave, sick leave, benefits for the relevant business units
- Manage Benefits and Leave of Absence process for STD and LTD plans ensuring compliance with legal requirements
- Assist HR Manager with regional development and facilitation of various training initiatives predicated on business needs and corporate goals
- Manage daily employee and labor relations and perform initial investigations in regard to employee complaints and policy violations
- Implement and monitor HR compliance with DPS policy, HR systems, and federal/state law (including but not limited to 1-9s, personnel files, Worker's Compensation, EEO, ADA, FMLA)
- Track and report on open positions and help manage position requisition process for internal transfers to ensure accuracy of postings and internal movement
- Research and respond to initial unemployment requests for data scheduling and notifying participants of upcoming hearings
- Implement and apply HR processes, policies and standards meeting local legislation and cultural environment
- Partner with Plant Manager and other department managers to develop

Qualifications for HR associate

- Post-secondary education or relevant business experience, with a focus on business
- Bachelor's degree in Human Resources, Business or other related field required
- 2 years+ in HR Operations highly preferred
- Bachelor's Degree in HR, Communications, Psychology, Organizational Behavior, or related field
- A minimum 2 years' experience in the HR field
- More than ten years of experience HR area in equity investment or corporate merger and acquisition at international investment banks, or have experience of provide HR support on overseas M & A cases is preferred