



Example of HR Associate Job Description

Powered by www.VelvetJobs.com

Our company is looking for a HR associate. 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 HR associate

- Actively manage the local HR Visual Management Board with meaningful and measurable metrics
 - Manage and deliver the new hire orientation program for all Columbus factory employees – hourly, salaried, non-exempt
 - Bachelor's Degree with concentration in Business, Human Resources Management, Safety OR Bachelor's Degree from an accredited university with 2 years' equivalent work experience supporting a business group with remote and/or field-based employees in a manufacturing setting
 - Participates in audits to ensure accuracy and quality of work
 - Maintains a high degree of accuracy and organization to minimize errors
 - Attends team meetings to share progress
 - Subject matter expert for all HR systems and related processes including BIPeople, local SAP, BI Service Manager, Knova and TimeLink
 - Responsible for understanding and interpreting data relationships between local and global SAP, interfaces and timing between HR systems and other internal BI systems, external vendors, in order to troubleshoot and/or resolve employee data issues
 - Interpret and discern sensitive information for employees and the organization through escalation to appropriate functions within BI including legal, employee relations, OHS and HR Business Partner
 - Assist in the design and implementation of future employee programs
-

- Strong results-orientation and sense of urgency with a focus on client service delivery
- Flexibility to provide support during different time zones
- Six Sigma/Lean Methodology exposure preferred
- 2-5 years' payroll experience required, ADP preferred
- Analytical aptitude and ability to identify data needs, conduct necessary analysis of various data points with the ultimate outcome of providing meaningful insights to support business decisions
- CEBS, PCP, CCA, CHRP certification