

# Example of HR Associate Job Description

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Our company is growing rapidly and 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

- Manage daily employee and labor relations and perform initial investigations of employee complaints and alleged policy violations
- Intake and triage within set guidelines on sensitive and non-complex employee relations cases, manager enquiries
- Research error/problem
- Provide guidance and basic instructions in area of compensation
- Create positive interactions with staff to enhance employee relations
- Process transactions
- Perform all recruiting activities for technical and hourly employees including sourcing, screening, interviewing
- Provides HR advice and counsel to leaders in the operation
- Maintain all compliance requirements
- Evaluates reports, decisions and results of department initiatives in relation to established goals

## Qualifications for HR associate

- Knowledge of state and federal employment laws (FMLA, ADA, wage and hour)
- Must be open to flexible schedule and available for evening shifts as needed
- Experience with behavioral based interviewing preferred
- Bachelor's Degree with concentration in Business, Human Resources

and/or field-based employees in a manufacturing or sales and distribution setting

- Ability to pick up new technologies and processes quickly
- Adapts to a changing environment