

Example of HR Associate Job Description

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Our company is growing rapidly and is looking to fill the role of 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

- OVarious HR MIS/Dashboards
- ORun HR processes centrally coordinating with all HR Business Partners
- OSPOC for location HR Business Partners
- Preparation of periodic management and ad hoc reports
- Performs SAP HR Organizational Management (OM) which includes creating and modifying positions
- Performs Personnel Administration (PA) transactions which includes hiring, terminating, and transferring records in the SAP system
- Conducts all the necessary front-end data quality checks prior to entry of data into SAP HR
- Assists employees with benefit enrollment
- Responds to and assists with employee inquiries and processing of requests for leaves of absence and Long Term Disability
- Notifies HRIS of updated Visa records

Qualifications for HR associate

- Calm and productive under pressure with your results-driven approach to meeting deadlines facilitated by strong prioritisation, planning and influencing skills
- MS, major in HRM, Labor Laws and relevant filed
- Familiar with local compliance and market talent pool

- Conscientious, efficient and responsible
- Requires ability to handle multiple responsibilities simultaneously, with resilience under pressure