

# 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

- Delivery of various work streams to timescale, quality and budget
- Provide support for hourly employee administration of employment records
- Ensure employment documents are properly collected and maintained to meet regulatory requirements and in response to regulatory audit requests
- Prepare for and support delivery of new caregiver orientation
- Be responsible for all human resources related event coordination such as service awards
- Review, audit and respond appropriately to HR Service Center ticket triage
- Provide project support to include preparation, data collection, report creation and distribution as requested by HR team
- Engagement survey administration support
- Open enrollment planning/participation
- Facilitate unemployment data response

## Qualifications for HR associate

- Knowledge and practical application of HR disciplines including U.S employment and labor laws, employee relations, management & leadership development, performance management, organizational design and compensation philosophies and knowledge of OSHA and workplace safety
- Employee relations, including managing absence, disciplinary, grievances and sickness

- Recommend changes to Policy, procedures and processes to go with the business needs
- To build a self-check list of compliances based on statutory requirements, client contracts
- To monitor actions taken on non-compliances