



Example of Human Resources Associate Job Description

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Our innovative and growing company is looking for a human resources associate. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for human resources associate

- Work with the Payroll Department to resolve payroll issues or discrepancies
- Welcoming new employees by conducting orientation (we will start doing this mid-September)
- On-boarding and off-boarding staff in applicable HR & Company systems
- E-verify process and maintaining I-9 records and documentation
- Processing data changes, promotions and separations
- Assisting with non-exempt E-time escalation issues
- Responding timely to routine HR questions and/or redirecting employees to appropriate contacts as needed
- Serving as primary point of contact for employee reports and data
- Maintaining employee files and data integrity in the HRIS system
- Responding to state unemployment claims when needed

Qualifications for human resources associate

- Managing the tuition reimbursement process
- Process all headquarters and international staff new hires, employee changes and terminations in an accurate and timely manner
- Liaise pro-actively with HR Partners, HR Leads and Focal Points across the world to solve HR administrative issues
- Develop and maintain records retention process which includes managing active and inactive employee files and support for storage of records

- Review and approve internships request for Headquarters