



Example of Human Resources Associate Job Description

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Our innovative and growing company is searching for experienced candidates for the position of human resources associate. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for human resources associate

- Create New Hire Benefit Folders received from payroll
- Provide ongoing support to the HR Manager on HR related projects
- Administer tests to prospective candidates, run pre-employment background checks and conduct reference checks
- Follow up on I-9 documentation from new hires
- Create HR term files and new employee personnel files
- Handle data entry and the preparation of various reports
- Answer general human resources questions and/or direct people to the correct source
- An ability to deal with a variety of employee questions and needs in a confidential manner
- Clear communication with all levels of seniority
- Oversee and process benefit reimbursements

Qualifications for human resources associate

- Manage time sheets, working with managers to correct errors and ensure PTO is properly accounted for
- Work with the HR Manager and hiring manager to create job descriptions
- Coordinate with corporate HR staff to hire employees
- Coordinate tasks related to temporary agency employees

- Assist to process disability, worker's compensation, unemployment and other claims