



Example of Human Resources Associate Job Description

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Our growing company is looking to fill the role of 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

- Process all headquarters and international staff new hires, employee changes and terminations in an accurate and timely manner in Workday
- Act as a liaison proactively with HR Partners, HR Leads and Focal Points across the world to solve HR administrative issues
- Coordinate logistics HQ New Hire Orientation and actively participate in the development of the program
- Compile Headquarters and Europe monthly and quarterly metrics
- Handle employment verification letters
- Prepare spreadsheets of moderate complexity
- Proactively suggest process improvement to enhance the efficiency of HR admin processes
- Work closely with Office Manager in creating a fun and productive office environment for our team
- Develop ads and source and interview candidates for retail locations and assigned positions
- Partner with all retail stores with recruiting, selection, hiring and on-boarding process

Qualifications for human resources associate

- Answering employee questions in regards to all benefits
- Manage company internship program

- Update and maintain HR system
- Obtain required approvals for new hires, terminations and other HR changes