



Example of Human Resources Associate Job Description

Powered by www.VelvetJobs.com

Our company is hiring for a human resources 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 human resources associate

- Interacts with IT on workflow matters related to new hires, transfers and terminations
- Creates and updates organizational charts and distribution lists
- Responsible for processing monthly headcount
- Organizes and coordinates meetings, trainings and luncheons as needed
- Prepares, tracks and processes employee recognition awards for weekly Leadership Team meetings
- Supports staffing tasks such as creating job requisitions in Taleo, tracking new hire Onboarding progress and start dates, initiating relocation for transfers, and preparing internal transfer and promotion letters for the Business Unit
- Responds to general employee inquiries on HR policies (vacation service credit, education assistance, short term disability, and employment verifications)
- Administers and tracks short term disability, long term disability, education assistance, and employee recognition awards
- Orders office supplies and maintains the business unit's personnel files, as needed
- Monitor personnel action reporting to ensure data integrity and compliance, and research and resolve pay issues

Qualifications for human resources associate

- Coordinate the communication and management of the annual performance appraisal and salary planning processes
- Guide managers in the process of selecting job descriptions and developing job postings
- Act on behalf of manager/director for human resources matters in his/her absence
- Oversee the process for student and temporary appointments
- May conduct research in support of workplace investigations
- Associate degree and four years of relevant experience, or a combination of education and relevant experience