

Human Resources Associate Job Description template

Human Resources Associate Job Description Template/Brief

As a Human Resources Associate, you will be responsible for supporting the day-to-day operations of the human resources department. You will provide administrative support to the HR team and perform a variety of tasks related to employee records, benefits, and training. In addition, you will be responsible for assisting with the development and implementation of HR policies and procedures.

Human Resources Associate Job Profile

The human resources associate is responsible for a wide variety of tasks within the human resources department. They may be responsible for handling employee relations issues, conducting investigations, administering benefits and leaves, and assisting with the recruitment process. They may also be responsible for maintaining employee records, filing documents, and answering employee questions. The human resources associate must be able to handle sensitive information with discretion and maintain confidentiality. They must also be able to work well under pressure and be able to juggle multiple tasks at one time.

Reports To

- Director of Human Resources

Human Resources Associate Responsibilities

- Handling employee relations issues
- Conducting investigations
- Administering benefits and leaves
- Assisting with the recruitment process
- Maintaining employee records
- Filing documents
- Answering employee questions

Human Resources Associate Requirements & Skills

- Bachelor's degree in human resources or a related field
- 2+ years of experience in human resources
- Strong communication and interpersonal skills
- Strong organizational skills
- Ability to maintain confidentiality
- Ability to work well under pressure