

HR Associate: HR Associate I

Performs a variety of general Human Resources support tasks in such areas as employee records, benefits, education/training, employment, compensation, and equal employment opportunity. Maintains both manual and automated personnel records, collects and compiles sensitive and confidential personnel statistics and prepares reports. In accordance with procedures, furnishes information to authorized persons and/or agencies. Provides information to all levels of employees regarding personnel policies and procedures.

Knowledge

Little or no knowledge of the job. Moderate understanding of general job aspects and some understanding of the detailed aspects of the job.

Supervision Received

Close supervision involving detailed instructions and constant checking on work performance.

Consequence for Errors

Errors can be easily and quickly detected within the immediate work unit and would result only in minor disruption or expense to correct.

Contacts

Contacts are primarily within immediate work unit. Contacts involve obtaining or providing information requiring little explanation or interpretation.

Work Products (Examples may include but are not limited to)

Performs routine tasks in support of human resources activities. Assignments are generally simple and repetitive in character such as sorting and filing correspondence, employment applications, status changes, resumes and the like. Maintains simple files, posts records and logs; compiles minor statistical data. Performs routine administrative tasks and responsibilities such as assist visitors with sign in and badge assignment, maintain and order office and/or other supplies, answer phones, schedule meeting rooms, file, copy, receive and distribute internal mail, and enter data into documents. May operate general business machines such as PC, copier, calculator, fax, or other office machines.

Minimum Education and Experience

Entry Level. 0+ years directly related experience with Bachelor's Degree in Human Resources, Business Administration or related field. Basic MS Word, PowerPoint and Excel skills.