

HR Associate: Sr. HR Associate

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

Extensive knowledge in specialized functions. A wide and comprehensive acquaintance with, and understanding of, both general and specific aspects of the job and their practical application to complex problems and situations ordinarily encountered.

Supervision Received

Minimal supervision. Work may be done without established procedures.

Consequence for Errors

Errors are very difficult to detect and would normally require significant expenditures to resolve.

Contacts

Contacts are frequent with individuals representing outside organizations, and/or individuals of significant importance within the company. Contacts involve planning and preparation of the communications, require skill, tact, persuasion and/or negotiation to accomplish the objectives of the communication.

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

Screens, evaluates and conducts reference checks on candidates. Coordinates job postings and resume routing activities. Maintains liaison with outside employment sources. Conducts employee orientations to inform new hires of company benefits programs. Provides a variety of administrative support functions. May lead a specialized area of support and/or provide work directions to lower level colleagues. Tasks may include schedule and coordinate events, make travel arrangements, assist in approving employee timecards, be a lead admin contact for an office/dept/contract, and assist with meetings as needed. Maintains requisition and advertising logs.

Minimum Education and Experience

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