

Human Resources Associate Job Description

Duties and Responsibilities:

- Involved in the day-to-day operations of the company
- Place adverts when there are job vacancies or openings
- Screen applicants' applications to determine those that are in line with or followed the stated application procedure
- Schedule and conduct interviews for the company as at when due
- Engage in the training of newly recruited staff so as to ensure that they are properly guided and are in the know of company rules and regulations
- Take part in the training of existing staff to help in their development and to be abreast with current company processes, procedures, and policies
- Disperse circulars and notifications for meetings
- Schedule and Lead inter-departmental meetings within the company
- Carry out conflict resolution amongst employees.

Human Resources Associate Requirements – Skills, Knowledge, and Abilities

- Must possess good communication and interpersonal skills to be able to effectively pass information across various units of the company
- Ability to work as part of a team, and in some cases to also lead a team
- Leadership and organizational abilities are required to be good on the job
- Must be able to display a high level of adaptability in any given situation
- Must be meticulous in handling assignments and be able to pay attention to details
- Analytical, problem solving and conflict resolution abilities are highly necessary for any human resources associate to be able to operate effectively

- A Bachelor's degree in human resources or in any other business-related field
- 1-2 years of relevant experience in a human resources unit
- Any other form of human resources certification is also a plus.