At Amazon.com we're working to be the most customer-centric company on earth. If you'd like to help us build the place to find and buy anything online, this is your chance to make history.   
The HR Business Partner role provides support to the management team in a variety of tasks. In this role, you will help drive a positive and engaged associate base by supporting the HR and Operations team as well as the warehouse floor associates as the front line HR representative in an Amazon Fulfillment Center.   
  
Job Description:

* Driving a positive and engaged associate base by participating in and communicating engagement activities and other employee relations related tasks
* Escalating appropriately to the HRBP team when discrepancies or escalations arise with associate interactions such as LOA, accommodations, or other employee relations issues
* Supporting the HR team with new hire orientation by helping with necessary new hire employment documents, assigning and maintaining lockers and ensuring accurate timekeeping for those new hires
* Assisting associates within the FC for access to HR services including guiding them through self-service options, when applicable and submitting trouble tickets on associates behalf, if needed as well as clearing trouble tickets assigned to the site
* Partnering with HR and Managers on Policy and Procedure to help drive productivity, quality and safety including coaching and corrective action, recommendations including termination and monitoring for delivery
* Posting productivity rates for associates quarterly to help them meet daily goals
* Auditing time cards to communicate hours worked by associates to comply with Amazon standards for max time worked per day and week, clearing exceptions and researching, correcting and communicating attendance trends for unexcused absences for hourly associates and communicating that information to managers for follow up
* Scrubbing rosters for associates with zero hours, monitoring the attendance hotline and researching individual time cards to maintain a clean roster
* Following up on vacation approval requests as required
* Ability to learn and navigate internal Amazon systems as resources to execute overall job duties

Additional responsibilities may also include:

* Assisting on the floor when needed during seasonal peak times or based on business needs
* Conducting HR Gembas or Champion for the Associate Interviews
* Assisting managers with completing investigations by taking witness statements or making recommendations
* Creating reports and assisting operations with research and analyzation of trends with attrition, attendance, unpaid time, roster management

Qualifications

* Bachelors Degree or equivalent post-secondary degree
* 3+ Years in HR admin role
* Intermediate MS Word skills
* Strong people skills
* Experience with payroll
* Ability to maintain strict confidentiality e.g. personal information/ payroll
* Strong time management and organisational skills- can manage multiple tasks/ projects
* Flexibility to do overtime in peak/ as needed
* Strong organizational skills
* Excellent oral and written communication skills
* Must be able to work independently, seek answers when help is needed, and motivated to seek out additional tasks for completion
* Ability to quickly pick up new software and tools