

HR Generalist Job Description template

HR Generalist Job Description Template/Brief

We are looking for a skilled and resourceful HR generalist to assist our HR department in ensuring our business's smooth and effective functioning. The HR generalist will be responsible for both administrative and strategic activities, assisting us in the planning and administering of critical functions such as personnel, training and development, and pay and benefits.

We realize that our organization will succeed if our employees thrive, which begins with employing the best HR specialists.

HR Generalist Job Profile

An HR generalist is often the initial HR recruit made by a firm. As the label implies, this is a person with a wide variety of tasks rather than a specific area of employment. As a result, the HR generalist is responsible for most HR responsibilities, including hiring, salary and benefits, HR administration, and other duties.

HR departments separate HR Generalist functions into distinct roles as firms develop, with subject matter specialists taking over each area. Some firms maintain the title to describe a person who performs the organization's primary people-related duties.

Reports To

- Human Resource Manager
- HR Director

HR Generalist Responsibilities

- Examine, track, and record compliance with compulsory and optional training, continuing education, and job evaluations. Safety training, anti-harassment training, professional licensure, and aptitude testing and certifications are all examples of this
- Recruit, interview, and support the hiring of competent job applicants for available jobs; work with departmental managers to understand the skills and competencies needed for vacancies
- Conduct or obtain background checks and verifications of employee eligibility
- Put in place initiatives for recruit orientation and staff appreciation
- Carry out routine tasks required for the administration and execution of human resource programmes such as compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development
- Handle job-related queries from candidates, workers, and managers, directing complex and/or sensitive issues to the appropriate staff
- Participate in and attend employee disciplinary meetings, terminations, and investigations
- Comply with federal, state, and local employment rules and regulations and suggest best practices; examine policies and processes to ensure compliance
- Maintain current understanding of human resources, talent management, employment law trends, best practices, regulatory changes, and new technology

HR Generalist Requirements & Skills

- A bachelor's degree in human resources, business, or a related discipline
- Additional HR training or experience would be advantageous
- Excellent communication, interpersonal, ethical, and cultural awareness abilities
- Resourcefulness, problem-solving ability, and complete understanding of HR processes and regulations
- Advanced understanding of Microsoft Office, HRIS systems, and the ability to acquire new technological systems as needed
- Demonstrated experience in an HR department
- Exceptional interpersonal and communication abilities
- Keen attention to detail and a resourceful mentality
- Knowledge of PeopleSoft is preferred