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# Example of Generalist, HR Job Description

Our company is looking for a generalist, HR. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for generalist, HR

* Work with others to define, strategize, and resolve challenges and complex organizational matters
* Lead or assist in special projects as needed
* Drive and deploy HR procedures and policies and compliance with all employment legislation
* Serve as a primary HR contact to manage day to day HR policy advice and system support to employees
* Support the HRBP team with projects and data analysis in line with the Global HR Strategy
* Identify lean processes when supporting the business with Mergers and Acquisitions providing transparency and clear communication to all stakeholders
* Point of contact for recruitment agencies
* New joiner administration - assist in preparation of contracts of employment, conduct reference checks, organise health screening, create employee files, prepare induction packs, activate IT account with Home Office meet and greet on arrival
* Review both new joiner and leaver checklists in conjunction with HR Manager on a regular basis and update accordingly
* Manage HRIS system data entry and updates including assisting employees with issues and acting as primary liaison with ADP

## Qualifications for generalist, HR

* Comfortable with building relationships at all levels of the organisation and management
* Five years work experience in Human Resources or Operations Management
* Experience managing a college relations program along with recruitment and Human Resources generalist experience
* Strong computer skills in software’s like Office and HRIS
* Requires a BA/BS degree preferably in Business or Human Resources
* Requires a minimum of 3-5 years of relevant Human Resources experience