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# Example of Generalist, HR Job Description

Our company is looking for a generalist, HR. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for generalist, HR

* Counsels and educates employees and managers on policies, procedures and workplace concerns to identify appropriate resolution steps
* In compliance with local regulations and company policies, coordinate and communicate leaves of absence with employees and managers
* In conjunction with the HRBP’s, participate in region specific risk management activities to include projects, audits, process improvement and related activities
* Assess and anticipates HR related needs of business units
* Represent the HR function by communicating and supporting philosophies, processes, policies, an capabilities to GI business unit leaders
* Maintain knowledge of legal requirements of all activities
* Proactively identify employee development training and compliance needs for GI and work to develop methods and programs to meet the needs of the business
* Key contact for directing employee inquiries to appropriate areas
* Assess incoming demands and report back any gaps/needs to HR Operations Management where not in scope, , opportunities to ensure an excellent user experience with the HR Connect Model
* Review current structures, processes and responsibilities

## Qualifications for generalist, HR

* HR experience in high tech, customer service/support, software strongly preferred
* Comfort working in a dynamic, constantly changing environment while meeting deadlines and adapting to new processes
* Capacity to manage and prioritize a busy workload, while still providing exceptional customer service
* Ability to learn internal HR analytics system and understand data
* Ability to build and leverage relationships across groups and to work cohesively as a team
* Proven ability to execute on foundational HR work such as routine employee relations, job requisition processing and system audits various HR programs and project