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# Example of Generalist, HR Job Description

Our growing company is hiring for a generalist, HR. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for generalist, HR

* Manages talent acquisitions activities within the facility
* Assist in managing employee & labor relations by investigating, resolving and communicating in regards to employee questions, issues or concerns
* Manages HR administrative & transactional work processes
* Manage/administer general employment activities for assigned locations/functions including on-boarding, orientation, leave management & termination
* Execute and provide complete support for the full life cycle recruitment process for assigned functional groups in a fast-paced, high volume environment
* Provide counsel, recommendations and support to leadership team in managing performance, including coaching, counseling and partnership on performance plan development
* Maintain HR information and manage relevant employee processes in HRIS system, developing reports as needed for senior leadership
* Develop and present regular trainings as needed on topics such as Employee Stock Purchase Plan, Long Term Incentives, Open Enrollment, Behavioral Interviewing and others
* Lead and provide support/inputs to HR project initiatives as assigned
* Ensure consistent implementation of HR programs and company-wide policies, procedures and guidelines

## Qualifications for generalist, HR

* Must be detailed orientated with good analytical skills, organized with strong written/verbal skills and customer focused
* Ability to use sound judgment and discretion with sensitive, confidential matters
* Ability to initiate and manage multiple projects under time constraints
* SHRM membership, proficiency in Microsoft Office
* Knowledge and experience of recruiting in the US market for multiple job disciplines
* Able to display knowledge of a variety of sourcing techniques (direct sourcing, building PSLs, recruitment advertising, web tools, ERP )