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# Example of Generalist, Human Resources Job Description

Our company is hiring for a generalist, human resources. 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, human resources

* Process Benefits enrollments and terminations
* Answer Benefits inquiries
* Assist with compensation market analysis and job descriptions
* Assist with the full cycle of the annual benefits open enrollment
* Data entry and maintenance of the employee database using various HRIS systems
* Stay abreast of compensation and benefit trends and engage in surveys when appropriate
* Validate employee data for year-end compensation planning cycle to ensure integrity and accuracy of employee data in HR Core
* Administers compensation program
* Investigates all incidents/accidents and provides appropriate responses/actions
* Conducts orientation and onboarding of new employees exit interviews

## Qualifications for generalist, human resources

* Assists in Employee training and development
* Plays an active role in promoting diversity
* Coordinate forum for open exchange of ideas including associate roundtables
* Coordinate performance appraisal program to ensure effectiveness, compliance, and equity within the organization
* Ability to source and screen candidates for key positions
* Develop and maintain relationships with educational institutions, employment firms, and other sources of applicants to strengthen diversity hiring efforts