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# Example of Human Resources Generalist Job Description

Our company is looking to fill the role of human resources generalist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for human resources generalist

* Proficient in Microsoft applications, including Word and Excel
* Administrative/paper work
* Assist the Director of HR in the development and achievement of HR business strategies
* Work with HR Director on all special projects and HR initiatives
* Ensure that all new hire paperwork is filled out and properly processed
* Prepare offer letters and new hire notices
* Process background checks
* Assist with the reconciliation of benefit statements
* Assist with the preparation of performance reviews
* Translate team member communication (verbal and written)

## Qualifications for human resources generalist

* 2+ years of experience in a multi-functional position
* Experience working at a law firm
* Conduct candidate recruiting/pre-screens and in-person interviews
* Provide HR support to all offices
* Conduct all orientations and web conferences
* Frequently interface with hiring leaders to understand recruitment goals & initiatives