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# Example of Human Resources Generalist Job Description

Our growing company is hiring for a human resources generalist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for human resources generalist

* Employment verifications, assist with internal I-9 audits
* Maintain records of HR/Payroll offsite storage
* Accurate creation and filing of HR/Payroll documents in employee personnel folders
* Create and maintain HR forms
* Maintain and monitor labor law compliance
* Investigate and respond to any claims
* Able to fully back up other HR Representatives
* Give input and support around employee related events
* Provides counsel to employees and management to maintain a productive and positive work environment, including development planning, coaching
* Understands key business drivers and opportunities

## Qualifications for human resources generalist

* 7+ years of relevant Human Resources experience, preferably within the financial services industry
* Demonstrated experience with the full life cycle of recruiting
* Recruitment postings – internal, newsprint, websites, social networking
* Ability to express ideas in writing clearly and use proper grammar
* Data entry for new hires
* Handling subpoenas