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# Example of Human Resources Generalist Job Description

Our company is looking for a human resources generalist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for human resources generalist

* Contributes to maintaining the legal requirements and government reporting regulations affecting human resources functions and ensuring policies, procedures, and reporting are in compliance
* Handling Leave management, including FLMA, Long Term and Short Term Disability
* Employee reviews
* Interacting with Senior Management
* Collaborating with other HR Generalists
* Overseeing the internal and external full-cycle recruitment process for the assigned business units
* Coordination and logistics
* Identifying new and proposed legal requirements and other government regulations
* Assisting the Regional HR Manager
* Maintaining a master log for all HR trainings within assigned business units

## Qualifications for human resources generalist

* 1+ year of experience as a Human Resources Generalist
* 3+ years of experience working within a Human Resources-related role
* Prior experience in heavy recruiting
* Assisting supervisors and managers within the assigned business units
* Assist with candidate sourcing by researching, formatting and posting job advertisements
* Schedule interviews by accessing interviewer schedules