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# Example of IT Generalist Job Description

Our company is growing rapidly and is hiring for an IT generalist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for IT generalist

* Performs administrative duties to ensure accuracy of employee records and to create reports, analyze data, and make recommendations to associates on key issues and next steps for special projects, succession planning process, performance management tracking, turnover reporting
* Conduct exit interviews, turnover analysis and create action plans to address turnover issues with business partners
* Lead and participate in staffing and recruiting initiatives
* Coach through all aspects of performance management process from goal setting through appraisal and performance counseling process
* Coordinate salary analysis, advise management on incentive/variable pay plans, and participate in job design and evaluation
* Partner with HR Specialist functions (records, staffing, compensation, training ) in order to meet various objectives and facilitate resolution of employee issues
* Perform various documentation support activities such as writing and editing of technical documents such as development lifecycle documentation (functional, system, and software requirements
* Work with IT operation and development resources to respond and manage requests for new systems and application
* Serve as a subject matter expert on IT operations
* Serve as the primary point of contact for purchasing of IT assets

## Qualifications for IT generalist

* Work in coordination with vendors to monitor, enhance and deliver IT services
* Collect and track IT Operations KPI’s
* Under general supervision, monitor hardware, software, and networks for capacity and performance
* Create and maintain documentation related to Information System to ensure compliance to corporate standards and security requirements
* Assist with maintaining Disaster Recovery Strategies in relation to IT Services and systems
* Assist with coordination system upgrades and patches consistent with Change Management Policy