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# Example of Senior HR Generalist Job Description

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

## Responsibilities for senior HR generalist

* Maintains a copy of the Human Resources Policy and Procedure manual for all departments and assists in updating and distributing new information
* Prepares Employment Status Reports for payroll, HR and/or compliance purposes
* Maintains postings, files, and procedures that are in compliance with federal and state statutes
* Coordinates and implements the annual compensation review process
* Processes and maintains all worker’s compensation claims in a timely manner and according with the company’s Return to Work program
* Partner with Business Unit HRBPs with Organization & Talent Review (OTR) process
* Oversee the uniform program
* Responsible for relationship and HR related items with union
* Successfully demonstrates ability to partner with business to recruit and has basic command of recruiting at executive levels
* Key partner in succession planning for the business

## Qualifications for senior HR generalist

* Excellent cooperation skills team orientation and flexibility required
* Focus will mostly be on HR initiatives/projects to ensure consistency/compliance on all teams
* Highly skilled in knowledge of Japanese labor law
* Confident working alone and on group projects – self directed
* Direct report line to APAC team
* Manages and identifies current and long term staff needs