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# Example of Senior HR Generalist Job Description

Our company is growing rapidly and is looking to fill the role of senior HR 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 senior HR generalist

* Provide guidance and coaching to department managers and employees on the interpretation of personnel policies and other Human Resources programs
* Lead and administer the facility’s shop floor compensation systems
* Interfaces with government agencies when necessary – key contact for unemployment compensation related questions, garnishments, worker’s comp pay adjustments
* Serve as the primary on-site accounting and human resources support to the plant site
* Manage payroll submission and auditing on a bi-weekly basis
* Partner with leaders of the Global Software Development, and Global Product Management groups to advance business goals while building talent and succession plans creating high performance teams
* Provide day to day HR guidance and support to entire employee population in our North America locations (NYC
* Coordinates employee terminations
* Build and maintain reports and talent dashboards that measure talent efforts
* Perform role evaluations and create new roles as the business requires

## Qualifications for senior HR generalist

* Administers the information data entered in the HR Information System
* Promotes company culture to achieve open communications between employer and employee goals and needs
* Ability to training, career consulting and coaching employees using strong communication and managements skills
* Mastery of PC skills (Microsoft, Excel)
* Background in manufacturing industries is preferred
* Work closely with recruiter and hiring managers on offer letters