



Example of Human Resource Generalist Job Description

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Our innovative and growing company is searching for experienced candidates for the position of human resource 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 resource generalist

- Assists in the coordination of employee activities, programs, and events
- Knowledge of and ability to respond to payroll and benefits related questions
- Assist managers with performance and attendance/disciplinary actions
- Ensure timely and accurate responses to unemployment claims
- Responsible for administering Workers Compensation, related filings, and EEO postings
- Other duties as assigned in support of the Human Resources Department and Corporate initiatives
- Work shift hours as needed
- Coordination of employee and benefit events such as flu shot clinic, benefit fairs, biometric screening, picnics, food drives
- Assist in talent review and ranking process and year-end performance evaluation, compensation and promotion process
- Participate in the development and implementation of Human Resources policies, programs, practices, and processes including training and communicating initiatives so employees and managers clearly understand purpose and expectations

Qualifications for human resource generalist

- Previous experience with relevant HRMS technology platforms

- Information Awareness Training
- TMT & FARM Training
- Bachelor's Degree from an accredited university or college with a minimum of 4 years of experience in a human resources position)