



Example of Human Resource Generalist Job Description

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Our company is looking for a human resource 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 resource generalist

- Partner with other departments (i.e., Legal, Compensation, Benefits) as necessary to resolve issues
- Support diversity, recruiting and retention
- Assist with HR projects and initiatives
- Performs compensation analysis for new and existing positions as required
- Project Management/Processes - responsibilities for core HR processes including but not limited to performance management, talent management, talent acquisition, learning and professional development, and employee/partner engagement
- Demonstrate HR Knowledge of organizational development -Alignment of organizational processes, systems and culture with key business priorities, design optimal organizational structures, understand organization and cultural needs and drive change management
- Proactively facilitates and plan for organization design and restructuring based on current business need in consultant with the OD COE
- Conducts specific OD intervention exercises along with OD team to understand and resolve individual/ group level OD issues
- Understand and partners with business on HOS related OD metrics and collaborates with leaders to drive actions
- Act as subject matter expert in HR functional areas

- Experience with payroll and with time and labor systems preferred
- Excellent computer skills including HRIS experience and Microsoft Office
- Must be able to flex hours in order to support multi-shift operation
- Must be able to maintain high level of confidentiality and discretion
- To provide administrative, and support services to HR, the Plant and Managers by assisting in the coordination and communication of programs and information that support business objectives
- At least 2-4+ years of experience in a similar role and level