



# Example of Human Resource Generalist Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our company is looking to fill the role of human resource generalist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for human resource generalist

- Supports benefit communications and coordination
- Administers pay systems and programs
- Assists in the review and/or create new or revised job descriptions for entities within area of responsibility
- Communication programs
- AAP programs
- Policy and compliance programs
- Service awards, Company Events and other responsibilities as needed
- Coordinates and oversees the facility recruitment and employee on-boarding process to include pre-employment drug testing, social security number verification, and background checks
- Ensures facility compliance with regulatory requirements including employee I-9 maintenance and other legislative requirements
- Collects data and maintains Affirmative Action Plan, (AAP) support documentation, (applicant, hire, promotion, termination) logs and documentation requirements

## Qualifications for human resource generalist

- A working knowledge of personal productivity software, including Word, Excel and other applications
- Result orientation with high productivity

- HR or SHRM-CP preferred
- Bachelors Degree in Business, Human Resources or related discipline or equivalent
- Strong bias for action and a keen sense of urgency with limited guidance and superior results