



Example of Human Resources Generalist Job Description

Powered by www.VelvetJobs.com

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

Responsibilities for human resources generalist

- Recruit top talent for business units
- Assist in the development of HR metrics and analytics
- Interface with vendors with regard to employment verifications and I9 processing
- Support the on-boarding and assimilation of new hires
- Facilitate site specific new hire orientation and ensure all necessary forms and documents are completed
- Support key HR initiatives, annual processes and projects
- Work with human resources management team to assist with the planning, communicating and tracking of company-wide initiatives and objectives throughout the year
- Assist in the coordination and implementation of the associate Credo Engagement / Pulse Survey process
- Suggest and support activities and ideas designed to increase associate engagement
- Plan logistics for employee meetings, trainings, , including room reservations and technology set-up

Qualifications for human resources generalist

- Two years HR generalist experience with an emphasis in associate relations and staffing

- Conduct and analyze ESAT, exit interviews
- Improves manager and employee performance by identifying and clarifying problems
- A minimum of 5 years' generalist experience in a fast paced customer contact center / multi-national / cultural environment