



# Example of Human Resources Generalist Job Description

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Our growing company is hiring for a human resources 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 resources generalist

- Employment verifications, assist with internal I-9 audits
- Maintain records of HR/Payroll offsite storage
- Accurate creation and filing of HR/Payroll documents in employee personnel folders
- Create and maintain HR forms
- Maintain and monitor labor law compliance
- Investigate and respond to any claims
- Able to fully back up other HR Representatives
- Give input and support around employee related events
- Provides counsel to employees and management to maintain a productive and positive work environment, including development planning, coaching
- Understands key business drivers and opportunities

## Qualifications for human resources generalist

- 7+ years of relevant Human Resources experience, preferably within the financial services industry
- Demonstrated experience with the full life cycle of recruiting
- Recruitment postings – internal, newsprint, websites, social networking
- Ability to express ideas in writing clearly and use proper grammar
- Data entry for new hires
- Handling subpoenas