

HR Generalist Job Description Template

Overview of HR Generalist

An HR Generalist is a professional managing multiple aspects of human resources within a company. With a strong understanding of HR policies and procedures, they handle recruitment, employee relations, performance management, and training and development. They play a vital role in ensuring compliance with labor laws, fostering a positive work environment, and supporting the overall growth and success of the company.

What Does an HR Generalist Do?

Are you passionate about fostering a positive work environment and supporting employees throughout their lifecycle? We are seeking a dedicated HR Generalist to join our team and support our employees through various HR initiatives.

As an HR Generalist, you will play a pivotal role in ensuring our organization's HR functions run smoothly. You will be responsible for various aspects of HR operations, from recruitment and onboarding to employee relations and performance management.

If you're someone who thrives in a fast-paced environment, enjoys working with diverse teams, and is committed to fostering a positive and inclusive work environment, then this role is for you!

HR Generalist Responsibilities and Roles

- ❖ Recruiting and hiring new employees, including conducting interviews and background checks.
- ❖ Managing employee onboarding and orientation processes.
- ❖ Coordinating the administration of benefit plans for employees, including retirement and health insurance.
- ❖ Preserving personnel records and ensuring adherence to regulatory requirements.
- ❖ Creating and executing HR guidelines and protocols.
- ❖ Addressing problems relating to employee relations, including complaints and disciplinary actions.
- ❖ Conducting performance reviews and giving feedback to employees.
- ❖ Assisting with employee training and development programs.

- ❖ Managing employee payroll and ensuring accurate and timely processing.
- ❖ Keeping up-to-date with employment laws and regulations to ensure compliance.
- ❖ Offering direction and assistance to managers and employees with HR-related issues.
- ❖ Participating in strategic planning and decision-making processes related to human resources.
- ❖ Working together with other departments to ensure efficient coordination and communication.
- ❖ Handling employee separations, including conducting exit interviews and processing necessary paperwork.
- ❖ Preserving a positive and productive environment at work where everyone is happy.

HR Generalist Skills and Requirements

- ❖ A bachelor's degree in business administration, human resources, or a similar discipline.
- ❖ Track record of success in a generalist or related position in HR and a solid grasp of HR practices and principles.
- ❖ Strong knowledge of HR laws and regulations.
- ❖ Excellent communication and interpersonal skills.
- ❖ Ability to maintain confidentiality and delicate information with concern.
- ❖ Proficiency with various HR software platforms, including HRIS.
- ❖ Detail-oriented with strong organizational and multitasking abilities.
- ❖ The ability to function well both individually and in a team.

Pro Tip

While screening applicants and employees, deploying skill testing and competency-based valuation is crucial for a bias-free hiring process. Use Xobin to run end-to-end screening, assessment and AI-powered video interviews for this role and 1500+ other roles.