

YOUR LOGO
HERE

Company Name

Job Title:	Human Resources Generalist	Job Category:	
Department/Group:		Job Code/ Req#:	
Location:		Travel Required:	
Level/Salary Range:		Position Type:	[i.e.: full-time, part-time, job share, contract, intern]
HR Contact:		Date posted:	
Will Train Applicant(s):		Posting Expires:	
External posting URL:			
Internal posting URL:			
Applications Accepted By:			
Fax or E-mail: (425) 555-0123 or someone@example.com Subject Line: Attention: [Recruiting or HR Department RE: Job Code/Req# and Title]		Mail: [Recruiting Contact or Hiring Manager] [Department, Company Name] [P.O. Box] [Street or Mailing Address with ZIP Code]	
Job Description			
Position Description <p>The Human Resources Generalist manages the day-to-day activities or operations of the HR office. The HR Generalist manages the administration of the human resources policies, procedures and programs. The HR Generalist carries out responsibilities in the following functional areas; departmental development, Human Resource Information Systems (HRIS), employee relations, training and development, benefits, compensation, organizational development, and employment.</p> Role and Responsibilities <p>The HR Generalist is responsible for all or part of these areas:</p> <ul style="list-style-type: none"> • Recruiting and Staffing Logistics • Organizational and Space Planning • Performance Management and Improvement Systems • Organization Development • Employment and Compliance to Regulatory Concerns and Reporting • Employee Orientation, Development, and Training • Employee Relations • Company-Wide Committee Facilitation • Company Employee Communication • Compensation and Benefits Administration • Employee Safety, Welfare, Wellness and Health • Employee Services and Counseling 			

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The HR Generalist originates and leads Human Resources practices and objectives that will provide an employee-oriented, high performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of a superior workforce.

The HR Generalist coordinates implementation of services, policies, and programs through Human Resources staff; reports to the HR Director, and assists and advises company managers about Human Resources issues.

Human Resources Generalist Primary Objectives

- Safety of the Workforce
- Development of a Superior Workforce
- Development of the Human Resources Department
- Development of an Employee-Oriented Company Culture that Emphasizes Quality, Continuous Improvement, and High Performance
- Personal Ongoing Development

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	