

Job Description of a HR Generalist

Experience: Requires a minimum of 2-4 years experience in all aspects of HR. Familiar with standard concepts, practices, procedures and employment law.

Job Skills: Administers various HR plans and procedures for all company personnel; assists in development and implementation of personnel policies and procedures; prepares and maintains employee handbook.

Participates in developing goals, objectives, and systems. Administers compensation program, monitors performance evaluation program and revises as necessary. Performs benefit administration to include claims resolution, change reporting, approving invoices for payment, and communication of benefit information to employees. Conducts recruitment effort for all exempt and non-exempt personnel, students, and temporary work force, conducts new employee orientations; monitors career-path planning, writes and places advertisements.

Handles employee relations counseling, outplacement counseling and exit interviews. Participates in staff meetings. Maintains company Organization charts and employee directory. Maintains compliance with federal and state regulations concerning employment.