

Document title

HR GENERALIST JOB DESCRIPTION TEMPLATE

Job title:

HR Generalist

Job summary:

We're looking for a proactive and detail-oriented HR Generalist to support our growing team. This role will be responsible for executing day-to-day HR functions across recruitment, onboarding, benefits administration, compliance, and employee relations. The ideal candidate is a people-first problem solver who can balance strategic thinking with operational excellence.

Key responsibilities:

- Oversee recruitment processes, including posting jobs, screening candidates, and coordinating interviews
- Lead onboarding and offboarding efforts to ensure a smooth employee experience
- Maintain accurate employee records in our HRIS and ensure data confidentiality
- Support payroll and benefits administration, including open enrollment and vendor coordination
- Provide guidance to employees on company policies, procedures, and HR-related inquiries
- Monitor compliance with employment laws and internal policies, updating handbooks as needed
- Coordinate employee engagement and recognition initiatives
- Assist with performance management processes, including reviews and improvement plans
- Prepare and deliver HR reports and analytics to leadership teams

Requirements and qualifications:

- Bachelor's degree in human resources, business, or a related field
- 2-4 years of experience in a generalist or similar HR role
- Working knowledge of labor laws and HR best practices
- Proficiency with HRIS platforms such as Rippling, BambooHR, or Workday
- Excellent interpersonal and communication skills
- Strong organizational and multitasking abilities
- Ability to handle confidential information with professionalism and discretion

Preferred skills:

- SHRM-CP or PHR certification
- Experience in fast-paced or startup environments
- Familiarity with applicant tracking systems (ATS) and employee engagement tools

Salary and benefits:

- Competitive salary based on experience
- Health, dental, and vision insurance
- 401(k) plan with company match
- Paid time off and flexible work arrangements
- Opportunities for learning and development