JOB DESCRIPTION

| **Title** | HR GENERALIST |
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| **Reports To** | [Insert Title] |

**Job Purpose**

The **Human Resource Generalist** is responsible for the Human Resource (HR) department's daily operations, including hiring and interviewing employees, administering pay, benefits, and leave, and enforcing company policies and practices.

The goal is to ensure that the HR department's operations run smoothly and effectively and keep all files updated.

The HR Generalist should have a thorough understanding of employee relations, staffing management, and training.

**Key Responsibilities**

Key responsibilities include, but are not limited to:

* Facilitate with all HR-related matters, both internal and external.
* Participate in the development of organizational policies and procedures.
* Make suggestions for employee motivation strategies.
* Assist with the hiring process by locating candidates, conducting reference checks, and issuing employment contracts.
* Investigate employee complaints.
* Plan and manage employee development and performance.
* Ensure all training is done, both their own and product training.
* Arrange company lunches and events.
* Orient new employees and update their records.
* Prepare reports and manage the organization's employee database.
* Report on general HR activity and submit it.
* Assist with budget and payroll management.
* Keep abreast of the latest HR trends and best practices including health and safety.
* Other duties and tasks as requested.

**Key Qualifications**

* Bachelor's degree in human resources or a related field is required.
* XX years of experience as a human resources coordinator required.
* In-depth knowledge of labour law and employment equity regulations.
* Excellent understanding of HR functions and best practices.
* Excellent computer literacy, including experience with email, MS Office, and HR software.

**Core Competencies/Key Performance Indicators**

* Effective people management skills.
* Outstanding record-keeping abilities.
* Excellent verbal and written communication skills.
* Meets tight deadlines and works well under pressure.
* Outstanding organizational and conflict resolution abilities.
* Excellent decision-making and problem-solving abilities.
* Outstanding attention to detail.

 **Working Conditions**

* The standard workweek for this position is [insert #] hours. The standard business hours for this position are [insert core hours].
* Overtime and hours worked outside of the standard work schedule may be required.
* This position is remote/hybrid/ onsite.
* Extended periods of sitting may be required.
* Constant interaction with staff, clients, and public.
* Constant exposure to screen-held devices, whether laptops or desktops, etc.
* Salary is in the $XX range.