

Human Resources Generalist



What is Human Resource Management?

Human Resource Management or HRM is a strategic business administration approach that relates to effective and efficient management of the employees that helps in achieving the business objectives of the organization in a sustainable manner.



HR Generalists play a pivotal role in multiple areas of Human Capital Management including but not limited to Talent Acquisition, Employee Lifecycle Management, Performance Management, Learning & Development, Organisational Development, and Change Management.



HR Generalists help in aligning the business goals of the organization with talent practices, setting up processes contributing to the development of employees along with organizational success.



HR Generalists also assist in the development and implementation of human resource policies in accordance with compliance requirements and prevalent labour laws.

Why become an HR Generalist?

As an HR Generalist, you get the opportunity to contribute to your organization's success by deeply analyzing the talent requirements and building scalable human resource practices to achieve the same. It's a career where each day brings unique challenges and new ways to put your human resource management skills into practice for the long-term success of the company and its employees.

- **Dynamic Responsibilities:** Being the first point of contact for all employee-related issues, be it any department, an HR Generalist is responsible for impactfully safeguarding and streamlining human capital management practices, thereby helping business departments attain or accomplish perfect execution of their strategies while upholding employee experience, satisfaction, and morale.
- **Enormous Demand:** The decisions of an HR professional majorly influence the image, productivity, growth & efficiency of a firm. HR Generalists are the sole custodians for building a safe, healthy, stress-free, yet competitive & credible work environment for the employees and aiding them in achieving their individual career goals. Hence, companies across industries require such talent, owing to the huge demand for HR Generalists in the market.
- **Growth Potential:** The average starting salary of an HR Generalist in India is INR 3.5 LPA. Moreover, the top 10% earn more than INR 6 LPA.

What does an HR Generalist Do?

Human Resource Generalists assist the leadership in designing and implementing systemic HR processes that foster a highly competitive and fast-paced work environment in addition to amplifying the employee Net Promoter Score.

RESPONSIBILITIES

- Closely collaborate with hiring managers across verticals to define required skills & backgrounds for open roles, create assessment modules and interview schedules and seamlessly manage coordination
- Drive the hiring strategy to attract high calibre talent and help the organisation to become an employer of choice for prospective candidates
- Build and optimise talent pipelines to seamlessly meet the dynamic business requirements of multiple business verticals across the organisation
- Partner with employees and leadership to develop policies and programs to attract, retain, and promote a diverse workforce
- Oversee the annual performance review and employee recognition systems while ensuring that performance management is an ongoing and effective process
- Perform routine tasks required to administer as well as seamlessly execute human resource practices including but not limited to Compensation, Benefits, Disciplinary Actions, Disputes and Investigations, Talent Branding, Manpower Planning and Productivity, Rewards and Recognition, Occupational Health and Safety, Training and Development
- Handle employment-related inquiries from applicants, employees, and other external stakeholders, fostering an empathetic yet high growth work environment

What does an HR Generalist Do?

SKILLS



**HR Policies &
Procedures**



**Talent
Acquisition**



**Employer
Branding**



**Organizational
Behaviour**



**Employee
Retention**



**Industrial
Relations**



**Regulatory
Understanding**



**Business
Communication
Skills**



**Decision Making
& Problem
Solving**



**Microsoft Excel
& Powerpoint**

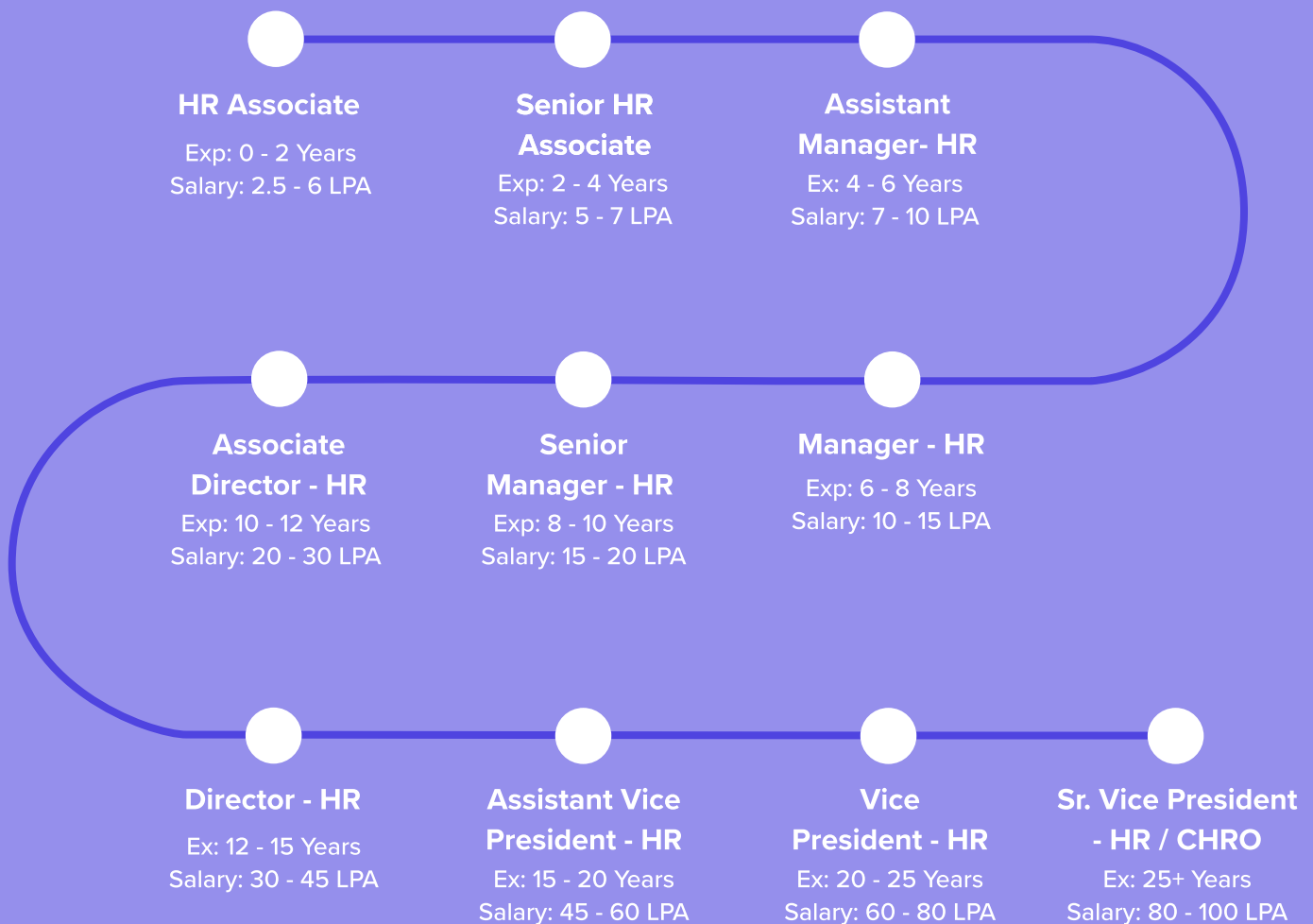


**Knowledge of
Employment
Laws**



**Negotiation &
Conflict Resolution
Skills**

Career as an HR Generalist:



Interested?

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