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**Sample Job Posting Template**

**Job Title: Human Resources Generalist**

**About Us [*or* What Makes Our Company Special]**

*Include all the cool things about your company and what makes your firm special. As an example:*

PTDA Bearings & Power Transmission, Inc. is a small family business that believes our employees are part of the family and our company is part of the community. From our central location for the past 84 years, you may have seen us pitch in at the local food bank, sponsor a Little League team and hold a holiday open house for the community.

**Our Values**

*Explain how the position fits in the company and why it is important. As an example:*

Our mission is to keep our customers, our suppliers and our employees saying good things about how they were treated.

*Explain why this position is important to your company:*

The human resources generalist provides support in career development, performance management, training, recruitment and retention for employees. The human resources generalist also provides training on human resource and management topics. We value our employees and consider this a key position in supporting our employees.

**The Job**

*List three-five tasks the person is responsible for. Use an active voice.*

The human resources generalist is the person employees will come to when they need guidance on interpreting company policies and procedures. Employees will also seek support from this position when it comes to career development and training needs. The human resources generalist needs to be approachable by all levels of employees.

* Provides guidance on policies and procedures including consultation regarding wage, hour and compliance issues.
* Interprets and implements policy and procedures for the business.
* Provides training on human resource and management topics including leadership, sexual harassment, compliance, interviewing, and benefits.

**The Ideal Candidate**

*Describe the kind of person who would be a perfect fit for the job.*

The ideal candidate for this critical position has a proven knowledge of a broad range of human resource functions, including employee relations, performance management and organizational design. The human resources generalist must have knowledge and an understating of the federal, state and local legislation regarding personnel and labor laws. The ideal candidate will exhibit empathy, sincerity and be able to relate to all employees. They must be able to facilitate the requirements of the position while establishing a congruent and positive environment and experience, with the employee, both in a one-on-one and/or through a virtual communication platform such as Microsoft Teams.

**Our Offer**

*What’s in it for them (besides the job)? For this level of position, benefits such as retirement planning, paid health insurance and paid time off as well as a flexible work schedule are important. Remember to include benefits, especially any that you believe are unique to your company. Potential candidates are interested in salary/pay rate. You may want to consider including to help weed out those not willing to work for what you’re offering.*

We offer a competitive salary and benefits package and provide 15 paid days off a year at this level. We also provide health and dental insurance for you and your dependents as well as a 401(k) with employer match up to four percent. This position is eligible for a remote/hybrid work arrangement.

*Include any other additional information that would help a candidate learn more about your company. As an example:*

To learn more about us, watch our video at youtube.com/PTDABearings.

*Close with letting the candidates know how to communicate with you. It is essential that you offer an electronic way for them to apply.*

Let us know you’re interested! Click on the link below to apply or email your resume to HR@PTDABearings.com.