

Filice Insurance – Human Resource & Compliance Specialist

This is a full time position primarily focused on client support in the areas of HR and Compliance. Reporting to the Director of Compliance, the person filling this position will be expected to perform the following duties on a regular basis.

- Answer client HR and Compliance questions via phone, email and in-person meetings.
- Create and update tools for clients to use to keep in compliance.
- Do research for and help develop presentations to be given by Director at various HR events.
- Conduct internal training with Account Managers and Producers on relevant Benefits Compliance topics.
- Manage our online compliance system, MyWave.
- Maintain our internal Public Folders and ZyPAL drives.
- Maintain our client benchmarking library including conducting our annual client benchmarking survey.
- Attend sales meetings and HR events when needed.

In addition to the client activities above this person will spend a small amount of their time (10%) working on internal HR projects such as policy and procedure development.

The following are required of any interested candidates:

- Excellent writing skills and proficiency in Outlook, Word, Excel and PowerPoint
- Ability to speak in front of and give presentations to small groups of people
- Two to four years of HR Generalist experience
- A Bachelor's degree in business, preferably with a focus on HR

Preference will be given to candidates with the following:

- A PHR or SPHR Certification
- Experience working with or in a sales organization