

Senior Human Resources Generalist

Vision. Vitality. Advice. Forward>

It's a phrase that uniquely describes us – our philosophy, our relationships, and the value we deliver as true partners.

WHY VIZANCE?

Vizance, an independent insurance agency with 13 locations throughout Wisconsin, is seeking an experienced Senior Human Resources Generalist to join a growing, dynamic company. Our rapid growth requires the expansion of our HR team, as we continue to scale our organization.

This position, based in our headquarters in Hartland, Wisconsin, is largely hands-on and requires a “roll up your sleeves” mind-set. The Senior HR Generalist will oversee the payroll and HR functions for the company.

We pride ourselves in offering a work environment that delivers opportunities for advancement and a culture that values relationships, loyalty, and hard work.

Our success over the past 40+ years has been built on our “Associates First” philosophy, and has earned us a number of awards, including Top Workplaces, Best Places to Work, Future 50, and Fastest Growing Firms.

RESPONSIBILITIES

- Analyze current processes and systems and provide recommendations for potential HRIS system
- Lead HRIS implementation project
- Responsible for all payroll processes to ensure that associates are paid correctly; review and reconcile payroll records
- Maintain accurate associate data in HRIS system
- Administer benefits programs including health, dental, vision, disability, life, flexible spending, 401k, PTO
- Communicate benefits-related information to associates
- Answer all associate questions related to payroll, benefits, and PTO
- Oversee open enrollment process
- Maintain documentation for leaves of absences
- Manage onboarding process for new associates
- Recommend HR policies; maintain and update Associate Handbook
- Oversee performance review process
- Prepare and submit all benefit, payroll, and other required reports
- Lead and organize associate events

REQUIREMENTS

- Bachelor's Degree in Human Resources or related field; PHR/SPHR certification is a plus
- Minimum of 5 years of general HR experience
- 2-3 years of recent payroll and HRIS experience
- Knowledge of HR principles, guidelines, and standards
- High level of expertise with Microsoft Office applications including Outlook, Word, Excel, and PowerPoint



BENEFITS OF BEING AN ASSOCIATE AT VIZANCE

- Comprehensive benefits package including medical, dental, vision, life, and disability insurance
- 401(k) match
- Paid Time Off
- Sponsored education opportunities
- Security of working for a stable, independent agency with a defined path for internal succession
- A supportive team environment that celebrates success
- Opportunities for growth

For consideration, please send resume to careers@vizance.com

