

Human Resources Generalist

Choice Insurance, a Vizance Company, is seeking a Human Resources Generalist for our Fargo office.

In this role, the HR Generalist will play a pivotal role in supporting the agency's human resources and administrative functions. This hybrid role combines the responsibilities of an HR professional with operational duties, ensuring smooth day-to-day activities within the agency. You will work closely with management to enhance organizational effectiveness, improve team morale, and manage a range of HR tasks while assisting in general office operations.

WHAT YOU WILL DO

- **Recruitment & Onboarding:**
 - Manage full-cycle recruitment for various roles (job postings, screening, interviews, offers).
 - Oversee new employee onboarding and orientation processes.
- **Employee Relations:**
 - Act as a point of contact for employees on HR-related issues, promoting a positive workplace environment.
 - Mediate conflicts, address grievances, and conduct investigations as needed.
- **Policy Development & Compliance:**
 - Assist in implementing and maintaining HR policies and procedures.
 - Ensure compliance with labor laws and regulatory requirements (EEO, FMLA, etc.).
- **Performance Management:**
 - Coordinate performance evaluations, manage feedback processes, and support employee development plans.
- **HR Administration:**
 - Maintain employee records, process payroll changes, benefits administration, and leave tracking.
- **General Operational Support**

WHAT YOU WILL BRING

- Bachelor's Degree in Human Resources, or a related field
- PHR/SPHR certification is a plus
- Minimum of 3 years of general HR experience
- Knowledge of HR principles, guidelines, and standards
- Ability to handle confidential and sensitive information with integrity

WHAT YOU WILL LIKE ABOUT BEING AN ASSOCIATE

- Comprehensive benefits package including medical, dental, vision, life, and disability insurance
- 401(k) match
- Flex Time Off
- Sponsored education opportunities
- Opportunities for growth



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

