

HR & Benefits Compliance Manager



Employer Information

Filice Insurance Services, LLC

www.filice.com/jobs

Job Description/Primary Role

We are a large Bay Area insurance brokerage that is looking for an experienced professional to support our clients in the areas of HR & Benefits Compliance. This is a full-time position in our downtown San Jose office. The person filling this position will be expected to perform the following duties on a regular basis

1. Answer client questions via phone, email, web and in-person meetings
2. Create and maintain tools for our Producers, Service Teams and Clients to use to keep in compliance
3. Work in conjunction with our ERISA Attorney to support our Service Teams by answering questions, providing checklists and conducting monthly training
4. Support Marketing activities by providing content and giving feedback
5. Do research on best practices and new tools we can use to support our clients and generate new sales
6. Attend off-site sales meetings and HR events when needed.
7. Work with corporate HR to maintain appropriate internal documentation and other internal HR projects..

Qualifications

The following are required of any interested candidates:

- A Bachelor's degree in business, preferably with a focus on HR
- Two years of HR Generalist experience
- Excellent writing skills and proficiency in Outlook, Word, Excel and PowerPoint
- Preference will be given to candidates with an HR Certification

What you can expect from working with us:

- The pleasure of spending your workdays with a great team of people who love their jobs
- The satisfaction that comes from doing a job where you see immediate results
- A flexible work environment where you are rewarded for your results, not time spent in the office

Job Location

San Jose, CA

Hours/Week

Full-time