

HR/Compliance Job Post

Part-Time with possibility for Full-Time position.

Ideal applicant is a people-person that lives within driving distance.

Applicant must work well independently as well as part of a team.

*Computer and digital media skills are required.

*1-3 years HR Experience preferred.

Human Resources Functions

Assist with payroll processing.

Develop and maintain knowledge of employer benefit packages and provide assistance to employees.

Coordinate open enrollments, changes, and training for employee benefits programs.

Maintain confidentiality of human resources information.

Maintain employee personnel records.

Compliance Functions

Ensure quarterly filings are reported accurately and timely.

Develop, implement, and manage the company's compliance program.

Provide audit information to management by researching and analyzing data, preparing reports.

Comply with federal, state, and local legal requirements.

Develop and maintain knowledge surrounding compliance department's filing deadlines, requirements, and other essential topics.

Crop Insurance Functions

Distribute monthly Revenue Perspectives Newsletter to crop insurance customers.

Assist in acreage and production reporting – including sending documents out for e-signatures, scanning, filing, and posting documents to online customer portals.

Assist with yearly crop insurance quotes based on elections and coverage levels.

Remind customers of upcoming deadlines and ensure that they are met.

Customer & Employee Relationship Building. This will include answering phones, greeting customers, maintaining public relations with customers, promoting the company, and planning company events.