



HR Generalist

The State Insurance Fund (SIF) is Idaho's leading workers' compensation insurance provider. Since our inception in 1917, SIF has been dedicated to Idaho businesses and their injured workers. Our employees are the face of SIF and crucial to providing exceptional customer service. The majority of our policyholders are small businesses that are the backbone of Idaho's economy. We are proud to offer services to help protect their employees and support their financial strength.

Passionate about people and organizational culture?

As a key member of SIF's HR team, you'll help shape SIF's culture to support our workforce and workplace of the future! Successful candidates will be innovative and future-focused with a passion for people and the innate ability to build strong working relationships in a fast-paced, dynamic environment. If you have a solid background in HR and you're at the top of your game looking for your next big challenge, please read on!

Key Responsibilities

- Sourcing/recruiting talented individuals who share our passion for customer service.
- Coaching supervisors, managers, and employees through employee relations matters.
- Assisting in the development and delivery of relevant and timely training materials/courses to help guide our workforce as we strive for excellence.
- Creating the "wow" factor for new hires as you onboard them into SIF.
- Administering various HR-related programs (e.g., FMLA).
- Providing mission-critical back-up support to our Payroll Administrator.
- Active involvement in future-focused key HR projects and initiatives.

Position Requirements

- Bachelor's degree in Human Resources Management or a related field or an equivalent combination of education and experience.
- Five+ years' experience in an HR role with demonstrated experience in recruiting, employee relations, training and development, and compensation administration.
- HR certification preferred (SHRM/HRCI).
- Payroll administration experience strongly preferred.
- Keeps abreast on employment-related laws, regulations, and trends through reading, research, networking, and active involvement in HR groups/associations.
- Outstanding organizational skills, including ability to multitask, organize, prioritize, and follow through on commitments.
- Exceptional interpersonal skills (verbal, written, presentation) and demonstrated ability to communicate effectively with individuals at all levels within an organization.
- Impeccable ethics, personal confidence, compassion, and candor in dealing with human resources issues.
- Ability to handle changing priorities, deal with ambiguity, and use sound judgment in stressful situations.
- Embraces technology and tools; proficient user skills in Microsoft Office.

In addition to a great working environment and a strong focus on work-life balance, SIF offers a competitive salary and an amazing benefits package!

For more information on who we are and what we do, check us out at www.idahosif.org. If we have sparked your interest, we encourage you to submit your resume and cover letter via e-mail to jobs@idahosif.org.

SIF values diversity, and we are an equal opportunity employer. Please note that applicants need to have legal authority to work permanently in the U.S.

