



### Full Time Human Resources Expert

Turbeville Insurance Agency is currently looking for an experienced Human Resources Expert to fill a full-time position at the company's Columbia location. Ideal candidates will have a bachelor's degree in human resources (or a related field) as well as 5+ years of experience. PHR or SPHR certification preferred. Must also be willing to travel to other Turbeville Insurance Agency locations (Lexington, Beaufort, Bluffton and Charleston). This is a full-time salaried position that also includes a travel/car allowance.

#### Specific Job duties include:

- Create and maintain all company job descriptions
- Update employee handbook/benefits guides annually
- Update TIA leadership flow chart for chain of command/direct reporting
- Work with Executive team on all hiring announcements and employee candidate vetting
- Responsible for new hire onboarding and employee exit process to include:
  - **New hire:** review employee handbook, new hire paperwork (I9), enrollment in direct deposit, confidentiality agreements, producer contracts, establish work stations with computer access, building access, general housekeeping, PTO eligibility, CE/Licensing requirements, benefit explanation and enrollment
    - Create and implement training schedules for service and support positions
    - Create and implement Producer Development Program for new producers
  - **Employee exit:** create agency exit checklist, survey, secure keys and any agency equipment, etc.
- Oversee/manage licensing and CE requirements for all licensed staff, agency including SC and NR license.
- Assist with coordination for TIA community events and Lunch/Learn opportunities
- Conduct annual staff surveys and track data/suggestions
- Payroll for hourly employees (commission and executive employees excluded) - including management of PTO banks for said associates
- Support accounting with intermittent billing/invoicing
- Agency administrator for all carrier websites/individual log ins

Cover letter and resumes should be submitted to Randy Fleniken at [randyf@tiasc.biz](mailto:randyf@tiasc.biz).

#### About Turbeville Insurance:

With over 25 years of experience, Turbeville Insurance Agency is a full service Independent Insurance Agency with locations all over South Carolina. Recognized by the South Carolina's Chamber of Commerce as one of the top 100 Privately Owned Businesses in 2016 and 2017, Turbeville Insurance Agency specializes in finding customers the best coverage available in the ever-changing insurance marketplace. Whether it is commercial or personal insurance, Turbeville has dedicated and experienced staff available to meet all clients' needs. For more information visit [www.turbevilleinsurance.com](http://www.turbevilleinsurance.com).