



## Join our Team!

**Job Title:** Benefits Coordinator  
**Department:** Human Resources  
**Reports To:** Human Resources Manager  
**Date of Opening:** Immediately

**Our Company:** We are an established Company with operations in Brawley, Coachella, Salinas Valley, and Santa Rosa, California, and Yuma, Arizona. We pride ourselves with providing agricultural labor, custom harvesting, and operational support to our customers with an emphasis of enhancing value to our farmers' all while maintaining safety, quality, and innovation in mind. Our team is incredibly dedicated, pioneering, abides by integrity and is our number one asset.

**Deadline to Apply:** All applications will be considered as received. The position will be filled based on the candidate's qualifications and experience.

**Your Role:** The Benefits Coordinator will be responsible for administering Company provided employee benefits and employee leave of absences.

### Your Impact:

- With the guidance of the Human Resources Manager, ensure that benefits are implemented according to Summary Plan Documents, Company Policies, HIPAA, laws, and regulations.
- Administer Company benefits, such as healthcare, dental, medical, vision, life insurance, FSA dependent and medical, and 401(k), including open enrollments.
- Ensure that employee benefit materials are accurate, user friendly, and provided in a timely manner at various phases of the employee life cycle and revise as needed.
- Conduct benefit related presentations and meetings.
- Determine, verify, and transmit benefit eligibility, and ensure accurate employee premium deductions.
- Ensure that Company and employee paid benefits are maximized and utilized.
- Develop and implement a practical wellness program focused on all health aspects.
- Be knowledgeable and stay tuned to benefit trends and benefit needs and opportunities as applicable to our workforce.
- Be our liaison with benefit carriers to ensure that challenges are addressed, and opportunities are explored.
- Administer leave of absences such as FMLA, CFRA, PDL, PFL and other leaves and engage in the interactive process.
- Collaborate with Workers' Compensation Coordinator and management to determine if work restrictions can be accommodated with consideration and review of the employee's job description.
- Oversee garnishments and reporting to governmental agencies.
- Ensure the record retention of benefit and leave related records.
- Create and nurture a professional working relationship with all Company team members (i.e., HR Colleagues and Managers, Forepersons, Management, Safety Coordinators, Payroll, DOT, and Accounting).
- Ability to travel to other Company locations as needed.
- Performs other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Your Qualifications**

- Strong verbal and written communication skills.
- Strong interpersonal, negotiation, and conflict resolution skills.
- Strong organizational skills and attention to detail.
- Strong time management skills with a proven ability to multi-task and meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to act with integrity, professionalism, and confidentiality.
- In depth knowledge of Human Resources processes and functions as it relates to employee benefits and leaves.
- Proven collaboration with Company stakeholders and external stakeholders.
- Proficient with Microsoft Office Suite.
- Proficiency with or the ability to quickly learn the Company's HRMS and record retention applications.

### **Your Education and Experience**

- At minimum, an Associate Degree in Human Resources, or a related field, required.
- At least 3 years of human resources, benefit, and/or leave experience in the agriculture industry preferred, that would provide the level of knowledge and ability required for the position.

### **Your Language Skills**

- Must have the ability to communicate effectively and a professional manner with all Company employees, including general labor, administrative, supervisory and management employees and external stakeholders.
- Must be bilingual and biliterate in English and Spanish.

### **Your Mathematical Skills**

- Must have the ability to add, subtract, multiply, and divide; apply concepts of basic algebra; and interpret graphs, charts, and tables.

### **Other**

- Travel required, about 30%.
- Requires working outside normal business hours and weekends.

### **Physical Requirements and Work Environment**

- Prolonged periods of sitting at a desk and working on a computer.
- Light to moderate lifting (up to 40 pounds).
- Reaching, stooping, pulling, pushing and manual dexterity.
- Operating a computer, calculator, copier, and typewriter involves repetitive hand arm movement.
- Must be able to visit all Company departments and environments, including, office, field, shop, etc.
- Entering data by touch requires the ability to hear computer alarms for errors.
- Must be able to handle multi-tasks and work in a fast-paced environment with frequent interruptions.
- Must be able to interact politely with outside customers and vendors.
- Communication with other staff members involves making contact orally, via the telephone, electronic email or in person.

For additional information or to submit your resume, send an email to: [careers@foothillpacking.com](mailto:careers@foothillpacking.com)