



D'ARRIGO
CALIFORNIA

Job Description

TITLE – Temporary COVID-19 Human Resources (HR) Support

DUTIES - Under supervision from the Safety/WC Manager, the COVID-19 HR Support position performs varied COVID-19 reporting and outreach duties. Day to day activities require the use of initiative and good judgment, particularly when prioritizing work or dealing with management and employees. Bi-lingual/bi-literate in English and Spanish required. This is a temporary, full-time position and will be eliminated when the volume of COVID related calls diminishes to the point that current HR staff can handle the volume.

Standard Registration / Human Resources clerical duties:

- COVID-19 Call Management
- Facilitate the assessment, guidance, and follow-up of employees who may be symptomatic or potentially exposed to COVID-19 following established COVID-19 policy and procedures
- Management of the spreadsheet and documentation
 - a. Information reported to Workers' Comp department
- Assist with Internal Contact Tracing

Knowledge of:

- General human resource regulations and procedures including experience with FMLA, CFRA and other leaves of absence
- Operation of standard office equipment, including personal computers and appropriate programs such as Windows, Word and Excel
- Must be able to read, write and speak English and Spanish

Qualifications:

- Excellent customer service skills on the phone and in person
- Bi-lingual/bi-literate in English/Spanish
- Regular hours are 8:00 am – 5:00 pm Monday – Friday
- Work schedule may include OT and weekends
- Must possess strong data entry skills with speed and accuracy
- Able to follow instructions both written and verbal
- Organized team player who works well with a variety of people with a minimum of supervision
- Thrive in a fast-paced environment and handle pressure while managing multiple tasks
- Regular and consistent attendance mandatory
- Ability to take direction from multiple managers
- Valid driver's license and clean record

Please send resume to PersonnelRecruitment@darrigo.com.