

Environmental Safety & HR Coordinator

Dynamic Safety and HR team is looking to add an outstanding team player to benefit one of California's premier Ag companies. Vino Farms is a family owned and operated company which manages over 16,000 acres in five different wine regions within California. The ideal candidate MUST speak, read and write English and Spanish fluently in order to successfully assist the Safety & HR team with recruiting and training the workforce. This is an ideal position for a candidate looking for a long term growth opportunity. A successful candidate will have the following skills and experience:

- Bilingual in English and Spanish
- Administrative experience (computer software programs-Windows, iOS, payroll and HRIS; use of office machines- copier, fax, scanner, etc.; multi-line phones; filing; data entry)
- Safety protocols and regulations specific to the Ag industry (or be willing to learn)
- Basic Human Resources knowledge or be willing to learn (HR certification would be a +)
- Basic knowledge of workers compensation insurance
- Great communication skills
- Ability to work in a self-directed environment

The work site will primarily be an office environment located in Lodi, however some travel to vineyard ranches and/or other offices will be required, with some overnight travel.

Along with working in a team that consistently meets their objectives, Vino Farms offers:

- Competitive pay depending on the candidate's experience
- Full benefit package which includes: PPO Medical Plan with no deductible; Dental Benefit Plan; Vision Benefit Plan; Life, AD&D and Long Term Disability plan; 401(k) with a company match
- Vacation time
- Sick Time
- Holiday pay (seven holidays)
- Along with many other perks, too numerous to list.

Please submit a resume for consideration to Roni Natera, rnatera@vinofarms.net

Vino Farms, LLC. is an equal opportunity employer. Vino Farms, LLC. does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, or any other characteristic protected by law. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The above is a general outline of responsibilities of this position, it is not intended to be an exhaustive list of all duties, responsibilities, and skills required for this position.