

## HUMAN RESOURCES ASSISTANT/PAYROLL SPECIALIST

**The ideal candidate will perform duties in some or all of the following functional areas:** payroll, human resources, benefits, workers' compensation, safety, employee relations and training.

This position requires an extremely perceptive person who is capable of relating to individuals at all levels within the organization. The detail-orientated individual must be sensitive to company needs and employee goodwill.

### **WHO WE ARE and WHERE ARE WE LOCATED**

We are a vineyard management company established in 1982. We are known best as [Smith Family Wines](#), but we do a lot more than make great wine! This position will be based out of our Soledad office; however, you may sometimes be required to work out of our administrative office in Salinas.

### **JOB DESCRIPTION**

- Responsible for providing excellent customer service by greeting, assisting and responding to questions and/or concerns in a positive, professional and friendly manner.
- Provides clerical and operational support for human resources department.
- Analyzes, prepares, and processes weekly payroll data, checking for accuracy.
- Processes bi-weekly payroll.
- Provides payroll reports to Finance, Human Resources and Workers' Compensation departments.
- Assists the Director of HR with projects, benefits administration, FMLA/CFRA forms and quarterly employee meetings.
- Verifies benefit-billing accuracy for payment processing.
- Reports, maintains and monitors all Workers' Compensation case files.
- Act as a liaison between management, insurance company, brokers and injured parties in the management of claims.
- Assists employees, supervisors, managers, etc., with basic interpretation of payroll, human resources, benefits, workers' compensation and safety policies and procedures – *particularly involving our Spanish speaking employees.*

### **WHAT WE OFFER**

An exceptional benefit package including Medical/Dental/Vision/401k retirement plan and Life Insurance. Offers paid vacation and sick time.

### **JOB REQUIREMENTS**

High School diploma or equivalent  
Must be Bilingual (English/Spanish)  
Must possess strong data entry skills with speed and accuracy

### **PREFERRED EDUCATION AND EXPERIENCE**

Bachelor's degree (BA) from a four-year college or university.  
Three years of Human Resource experience.  
Three years of Payroll experience.

### **HOW TO APPLY**

To apply for this position, please send your resume to [Julie.Rubbo@SmithFamilyWines.com](mailto:Julie.Rubbo@SmithFamilyWines.com)

### **SALARY**

Competitive Compensation; Nonexempt; 40 hours/week; Eligible for overtime.

### **REPORTS TO**

Director of Human Resources