



TITLE - Human Resource/Front Desk Clerk

D'Arrigo Bros. Co., of California, a 100-year old, rapidly growing Salinas based agricultural company, is looking for an accounting professional to join an enthusiastic team. We are one of the largest vegetable grower, packer and shippers, and we offer opportunities with excellent benefits and compensation. Since we are a technologically aggressive organization, a strong knowledge of Excel, Word and Windows is required.

Andy Boy has a rich history as an industry trend-setter, not a follower. From the day the company was founded by Stephen and Andrew D'Arrigo, two immigrants from Messina, Sicily, innovation has been its hallmark. With third generation D'Arrigo family members at the helm of our West Coast operations, you can be sure that the traditions of being the very best in the business emanate from the top and are carried out by our dedicated family of almost 2000 employees. Would you like to join this team?

DUTIES - Under supervision from the Human Resources Manager, Human Resource/Front Desk Clerk performs varied human resources functions. Day to day activities require the use of initiative and good judgment, particularly when prioritizing work or dealing with foremen, supervisors and hourly employees. Must be able to read, write and speak English and Spanish, work in a fast-paced environment and work well with others. The position is based in Salinas year round. Must be discreet working with employee confidential information.

Standard human resource clerical duties:

- Assist employees at the HR department front counter or over the telephone:
 - Answer questions regarding company job openings and benefits, employee's health insurance eligibility, seniority, or leaves of absence
 - Receive and review employee applications
 - Assist foremen and supervisors as needed
 - Complete insurance eligibility work status forms
- First to answer calls to the PR/HR main line
 - Direct the employee emergency calls to harvesting supervision
- Complete and respond to employment verifications, EDD/DES audits and prioritize by due date
- Enter employee data in Great Plains system, including insurance information, deductions, and various training dates.
- Post employee status changes in system and into employees file rap sheet, attach status to proper page in file
- Cross-train in human resources in all commodities to assist other staff
- Maintain up to date seniority lists for all crews
- In the absence of a registration clerk, register new hires
- Distribute and track applications for the Plant and Production positions and review incoming applications for completeness
- Monitor complaints and suggestions at the counter and direct them to the proper person
- Other duties as assigned by the manager, director and vice president.

Knowledge of:

- Operation of standard office equipment, including a personal computers and appropriate software such as Windows, Word and Excel
- Must be able to read, write and speak English and Spanish
- General human resource regulations and procedures

Qualifications:

- Regular hours are 8:00 a.m. to 5:00 p.m. Monday – Friday
- Work schedule may include OT and weekends
- Bi-lingual/bi-literate in English/Spanish

- Must possess strong data entry skills with speed and accuracy
- Excellent customer service skills on the phone and in person
- Working knowledge and experience of Excel and Word
- 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 drivers license and clean record
- Practices COVID safety procedures

Please send your resume to PersonnelRecruitment@darrigo.com