

## Company overview

One of the original creators of "spring mix" and "baby size" vegetables a family owned and operated farming company. This "family style" business has many employees that have been here over 20 years from field to office employees. Our focus is maintaining superior quality, innovation, and genuine customer relationships. Over 30 years later, what was once a little company with a big vision has now become a premiere label in specialty vegetables and one of the main catalysts for the gourmet revolution in the produce industry. We are currently seeking an experienced Human Resources Generalist.

## Job Summary

- Assists in development and implementation of personnel policies and procedures. Cross train any assistants on all pertinent job duties.
- Assist in maintaining and enforcing Employee Handbook.
- Participate in developing department goals, objectives, and systems.
- Address all employee questions and concerns and report to the HR director.
- Maintains communication with the WC carrier to include claims resolution, change reporting and communicating benefits information to employees.
- Attend doctor's appointments with injured employee. Track and follow up on injury claims.
- Maintain employee relations and communications.
- Represent the company at personnel-related hearings and investigations.
- Order required postings as required by the state and/or federal labor laws.
- Order field supplies and maintain an inventory of those supplies.
- Maintain accurate records and renew license for our labor contractor company.
- Track the DMV driver program and the WPS Annual Physical Exams.
- Maintain I-9's.
- Manage the yearly CPR and Sexual harassment trainings for supervisors.
- Envelope weekly payroll for distribution to the foreman.
- Knowledge of regulatory compliance and Federal and California employment labor laws.
- Management of Leave of Absences.
- Process New Hires and conduct exit interviews.
- Maintain training records and schedule needed trainings.
- General office duties, answering phones, greeting the door and filing.
- Keep an open communication within the HR Director on injuries, employee issues, and notification of employees termed or taking a leave of absence.
- Other tasks as assigned by HR Director
- Maintain and Update following programs:
  - Heat Illness
  - Injury & Illness Prevention Program (IIPP)
  - Agricultural Permits (FLC)
  - OSHA 300 log
  - DOT/NOT DOT Program

## **Qualifications and Skills**

Six (6) years of experience in the HR field. Preferably in Agriculture in California.  
Able to maintain confidentiality is MANDATORY.  
English/Spanish bilingual skills in speaking and writing **REQUIRED**.  
Positive attitude and detail oriented.  
Able to handle stress of fast-paced work environment.  
Work well with others, team atmosphere to create a positive work culture in all companies.  
Computer Skills: Microsoft word/excel, Famous and Heavy Connect a plus.  
Provide positive company image to the employees and the public.  
Valid driver's license and insurability.  
Able to lift 50 lbs.

## **Benefits**

Hourly rate range: \$25.00 - \$28.00 based on experience.  
Health insurance, vision and dental.  
401k with matching.  
Paid vacation.  
Paid holidays.

## **Hiring Requirements**

If an offer of employment is extended, a background check and drug test is required, and the offer of employment is contingent on the results.

This is an hourly position requiring 40 hours a week on premises. Additional hours may be required for overtime as situations occur.

To apply, please email your resume to [carrie@babefarms.com](mailto:carrie@babefarms.com)