



Human Resources H2A Administrative Assistant

ABOUT US

Established in 2000, Foothill Packing Inc., a California-based Farm Labor Contractor and Custom Harvester, was formed to deliver sound and reliable solutions to the challenges of the Agricultural industry. Our organization has a reputation for outstanding leadership and innovation. In fact, our operations management have at least 25 years of individual ag-related industry experience.

Our H-2A expertise is unrivaled – we complement the massive volume of staffing needs for our clients by leveraging local talent and the H-2A Temporary Agricultural Employment of Foreign Workers program, supplying thousands more. We thrive in meeting new demands and offering the industry's most effective services and resources.

With offices and field locations in Salinas and Yuma; we also operate various commodities* throughout California and Arizona. We have approximately 75 administrative and support team members with field crew team members numbering over 4,000.

**While the majority of our teams support field operations such as broccoli, lettuce, lemons, avocados, dates, vineyard grapes, watermelons, cantaloupe, hand labor, and irrigators; we provide labor for many specialty crops located in Napa, Sonoma, Huron, Patterson, Imperial, Coachella, Brawley, CA, and Yuma, AZ.*

SUMMARY

This is a full-time position working in the human resources H2A department. Duties include but are not limited to, assisting in all areas of the H2A program, various administrative and record-keeping activities. Additional duties may include assistance with other areas in human resources department. Regular international travel to Mexico is required.

DUTIES

- Assist in administering the organization's Temporary Agricultural Workers program (H2A), conducting various administrative and record keeping activities. Make international calls, compose correspondence, and speak with potential candidates.
- Assist in ensuring compliance with various entities including, U.S. Department of Labor, Federal & State. Ensures rules, regulations, and procedures as related to employment, safety, and immigration & work visa requirements.
- Assist in housing and transportation audits and site visits
- Foster positive working relationships with DOL, EDD, CRLA, OSHA, etc.
- Conduct H2A employee orientation, safety training, and various audits as needed.
- Assists in coordination of scheduling recruitment locations, transportation, and housing.
- Work closely with management and employees to improve work relationships, build morale, increase productivity, retention, and employee engagement.
- Provide HR Policy guidance and interpretation and training. Partner with management on the implementation and communication of policies and procedures.
- Perform various administrative tasks and complete special assignments and projects as required.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- At least 2 years prior experience in agricultural human resources or administering H2A or similar immigration programs is highly desired; however, two years of administrative assistant experience is acceptable.
- Proficiency in English and Spanish required (including reading and writing).
- Proficient with Microsoft Office Suite (e.g., Excel, Word, Outlook, PowerPoint, SharePoint) software with excellent computer skills and proficiency.
- Highly organized, strong multitasker, with project management skills.
- Ability to prioritize tasks, act with integrity, professionalism, and confidentiality. Must be able to work independently in a rapidly changing environment.
- Act as a reliable and supportive team member.
- Excellent verbal and written communication skills, interpersonal, organizational and time management skills.
- Must be approachable and helpful.
- High school diploma or equivalent required.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Ability to travel regularly and with little notice. Local and international (Mexico) travel required, about 40%. Must be able to obtain and maintain a valid passport.
- Prolonged periods of sitting at a desk and working on a computer.

- Light to moderate lifting (up to 40 pounds).
- Reaching, stooping, pulling, pushing and manual dexterity.
- Operating a computer, calculator, copier, and keyboard involves repetitive hand arm movement.
- Must be able to access and navigate each department at the company's facilities.
- Must be able to handle multi-tasks and work in a fast-paced environment with frequent interruptions.
- Must get along with others, providing excellent customer service within all service levels of the organization.

Qualified candidates may submit a cover letter and resume to: Careers@FoothillPacking.com