



HUMAN RESOURCE ANALYST

(Salinas, California)

DEPARTMENT: Human Resources

REPORTS TO: Director of Human Resources

Pacific International Marketing (Pacific), a leader in the produce industry, is seeking a full-time Human Resource Analyst. This position supports the HR Department with a variety of research, analytical, administrative and organizational tasks of human resources related activities including, but not limited to: employee health and welfare benefits, safety and workers compensation program, payroll administration, audits, compliance research including and risk management. Pacific is looking for an applicant that has a combination of solid administrative experience (preferably in a legal or HR setting), and an eagerness to learn and grow. The ideal candidate must have a positive attitude, flexible, and have an adaptable business professional attitude.

MAJOR DUTIES AND RESPONSIBILITIES:

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Participates in HR Audits/Payroll Audits and effectively implement corrective action plans.
- Prepare and processes payroll for corporate employees (all payrolls)
- Assist in identifying best practices, and organizational efficiencies, as well as assist HR team in applying human resource policies and programs.
- Compiles files and organizes documents for employee claims and investigations
- Assists with annual 401k audit. As well as conduct internal audit while working with 3rd party administrator
- Calculate and prepare Workers' Compensation monthly/annual reconciliations and all other recordkeeping and reporting required by local, state and/or federal agencies.
- Provides general support of HR functions to the management team as needed.
- Develop standard procedures, communicate with the team, and train key facilitators
- Draft replies to Federal/State agencies; research and compile information on compliance updates.
- Research new laws and/or HR practices as needed. Train HR on areas that are at risk for non-compliance
- Annual Filings (EEO-1, CCG, Salary surveys, GL audit)
- Reporting of employee 401k and FSA deferrals
- Internal tracking/auditing of time off policies
- Maintain New hire/Exit packets of all entities
- Monthly compensation report to upper management
- W2 preparations (all entities)
- Conducts post offer references all entities

CANDIDATE MUST POSSES THE FOLLOWING SKILLS/QUALITIES:

- A minimum of 1+ years of administrative experience required; legal, agricultural industry and/or HR experience a plus.
- Bachelor degree preferred. If no degree than 3+ years minimum (*progressive hands on experience/must be in Ag industry and no large gap in employment*).
- Must be polished and proficient in Microsoft Office Suite, Adobe Acrobat PDF, and other software programs
- **Must have advanced Excel skills (Pivot Tables, Advanced Filters, Nested Formulas, V-Lookup, Text Formulas, Cell Formulas, Some knowledge of VBA, If-What-Analysis, Etc.).**
- Ability to modify existing HR documents (Word, Adobe Acrobat PDF, and Excel Spreadsheets).
- Must have excellent written and oral communication skills.

- Must have strong organizational skills, time management and must be project oriented (Mandatory).
- Must be able to work well under pressure, and meet multiple and sometimes conflicting deadlines.
- Must have the ability to work with limited supervision and be highly motivated.
- The ability to handle confidential information with great sensitivity is a must.
- Strong attention to detail, and must be able to work in a fast-paced environment.
- Bilingual and bi-literate preferred but not required.

Duties and responsibilities may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Serious applicants should forward employment application, resume, via email or fax. **Pacific International Vegetable Marketing, Inc. P.O. Box 3737, Salinas, CA 93912**
hrdept@pim4u.com - Fax: (831) 536-1748 + No calls please - An Equal Opportunity Employer