



Human Resources 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 department. Duties include but are not limited to processing new hire applications, review, maintain, audit I-9's and assist with employee benefits. Additional duties will include assistance with other areas in the human resources department. Must have excellent customer service skills and have the ability to converse, write, read in both English and Spanish at a fluent level.

DUTIES

- Answers and responds to high volume phone calls. Provides liaison services for employees and management, ensuring discretion in confidential matters.
- Sort and direct incoming mail and faxes. Order, track and receive office supplies. Maintain supplies and supply room. Performs monthly inventory.
- Process and maintain New Employee notices such as WH516, DLSE-NTE, etc.
- Conduct data collections for project development and/or document generation.
- Complete employment verifications of employment (VOEs) and return in timely manner.
- Ensure databases are kept accurate and up to date, entering new hires, terminations, sick leaves, disciplinary actions, vacation, and days off, etc.
- Assists in coordinating meetings and manages conference room requests.
- Process employment applications, termination forms and/or disciplinary forms.
- Update and send Daily Crew Counts.
- Translate personnel-related documents with accuracy from English to Spanish or vice-versa.
- Assist in benefits administration to include change reporting and enrollment processing.
- Maintaining various filing systems, preparing, issuing, and filing company documentation.
- Receive and audit incoming paperwork from field personnel for accuracy.
- Distribute checks to employees with proper identification and ensuring signature sheets are collected and forwarded to payroll for filing.
- Perform various audits for housing, Form I-9s, benefits,
- Perform various administrative tasks, complete special assignments and projects as required.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Proficiency in English and Spanish required (including reading, writing, and communicating).
- High school diploma or equivalent is highly desired.
- Two years of administrative assistant experience highly desired.
- Certification in Human Resources, Management or similar is highly desired.
- Ability to prioritize tasks, act with integrity, professionalism, and maintain confidentiality.
- Ability to type at least 40 words a minute.
- Act as a reliable and supportive team member.
- Excellent communication, interpersonal, organizational and time management skills.
- Must be approachable and helpful.

- Proficient with Microsoft Office Suite software.
- Proficiency with or the ability to quickly learn the company's HRIS and other management systems.
- Solid written and verbal communication skills.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Some travel required, about 30%, both locally, regionally, and internationally to Mexico as required, usually from November – March.
- 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 typewriter 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 be able to deal politely with outside customers, vendors, regulators, and other visitors.
- Communication with other staff members involves making contact orally, via the telephone or in person.
- Must be able to work outdoors in incremental weather.

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