



Join our Team!

Job Title: Human Resources Administrator
Department: Human Resources
Reports To: Human Resources Coordinator
Date of Opening: Immediately

Our Company: We are an established Company with operations in Brawley, Coachella, Salinas Valley, and Santa Rosa California, and Yuma, Arizona. We pride ourselves with providing agricultural labor, custom harvesting, and operational support to our customers with an emphasis of enhancing value to our farmers' all while maintaining safety, quality, and innovation in mind. Our team is incredibly dedicated, pioneering, abides by integrity and is our number one asset.

Deadline to Apply: All applications will be considered as received. The position will be filled based on the candidate's qualifications and experience.

Your Role: The Human Resources Administrator will be responsible for registering new employees, processing new hire paperwork, employee notices and memorandums, and review, maintain, and audit I-9's, and assist with employee benefits.

Your Impact:

- Organize and maintain employee's records (electronic or physical) as it relates to the employee's life cycle.
- Own start and end of season deliverables related to registration, layoffs, new hire packets, and foreperson packets.
- Complete EDD unemployment, disability and paid family leave benefits and employment verifications in an accurate and timely manner.
- Provide superior customer service via phone, email or in person.
- Provide and collect leave of absence paperwork from employees.
- Ensure that HR reception area has a welcoming and clean environment and that accurate employee materials are readily available.
- Abide by the highest standards of confidentiality.
- Create and nurture a professional working relationship with all Company team members (i.e., HR Colleagues and Managers, Forepersons, Management, Safety Coordinators, Payroll, DOT, and Accounting).
- Relocate to Yuma, Arizona and Salinas, CA dependent on business needs.
- Performs other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Your Qualifications

- Strong verbal and written communication skills.
- Good interpersonal, negotiation, and conflict resolution skills.
- Strong organizational skills and attention to detail.
- Strong time management skills with a proven ability to multi-task and meet deadlines.
- Strong analytical and problem-solving skills.

- Ability to act with integrity, professionalism, and confidentiality.
- Knowledge of Human Resources processes and functions as it relates to the employee's life cycle.
- Knowledge of Farm Labor Contractor Employee Certification, preferred.
- Proven collaboration with Company stakeholders.
- Proficient with Microsoft Office Suite.
- Proficiency with or the ability to quickly learn the Company's HRMS and record retention applications.

Your Education and Experience

- At minimum, an Associate Degree in Human Resources, or a related field, required.
- At least 1 years of human resources experience in agriculture preferred, that would provide the level of knowledge and ability required for the position.

Your Language Skills

- Must have the ability to communicate effectively and a professional manner with all Company employees, including general labor, administrative, supervisory and management employees and external stakeholders.
- Must be bilingual and biliterate in English and Spanish.

Your Mathematical Skills

- Must have the ability to add, subtract, multiply, and divide; apply concepts of basic algebra; and interpret graphs, charts, and tables.

Other

- Requires working outside normal business hours and weekends.

Physical Requirements and Work Environment

- 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 visit all Company departments and environments, including, office, field, shop, etc.
- Entering data by touch requires the ability to hear computer alarms for errors.
- Must be able to handle multi-tasks and work in a fast-paced environment with frequent interruptions.
- Must be able to interact politely with outside customers and vendors.
- Communication with other staff members involves making contact orally, via the telephone, electronic email or in person.

For additional information or to submit your resume, send an email to: careers@foothillpacking.com

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