



Specialist - Corporate Recruiter

GENERAL SUMMARY:

Our standards are high, and we are proud of the contribution we make to helping Duncan Family Farms employees achieve their best at work. Under the direction of the Talent, Safety and Compliance Manager, the energetic and motivated Specialist - Corporate Recruiter will be responsible for researching, screening, developing, and implementing effective recruiting and staffing strategies to attract a diverse pool of qualified and capable talent (internal and external) for the organization.

ESSENTIAL FUNCTIONS:

The Specialist - Corporate Recruiter will be responsible for the full-cycle recruitment experience, from talent sourcing and attracting candidates to interviewing and hiring great employees under the guidance of the Talent and Safety Manager. The following are essential duties and responsibilities:

Recruitment

- Workforce Planning – Will be responsible to effectively execute the planning of current and future workforce needs.
- Partner with hiring managers to coordinate management of on-going talent needs and assist with the recruitment process for salaried and H2A positions from job description/posting to onboarding.
- Will identify and develop internal talent to meet future labor needs by leading the labor forecast process and manage succession plans with the use of Hot Plans, the career path training program, and management of the internal applicant/interest process.
- Applicant Screening - Ensure applicant screening process is consistent and follows company policy.
- Ensure all position job descriptions are updated to meet current duties and are consistent with grade structure.
- Ensure salaried and H2A job postings are consistent with position and grade structure and are approved.
- Ensure marketing of company culture is consistent with all our salaried and H2A job postings and applicant communications.

- Ensure selection of salaried and H2A new hires is based on following our company interview policies.
- Certify interviewers, and ensure certified interviewers are used for interviewing panels. Ensure every salaried and H2A applicant and hire has a great experience!
- New Hire Onboarding - Ensure on-boarding of new, promoted, and transferred candidates is consistent company-wide.
- Oversee company-wide use of onboarding training materials, “new hire packet” acknowledged policies and forms in ADP, new hire communications, internal communication to hiring managers, and orientation scheduling.
- Ensure the new hire onboarding program consistently provides a great experience and appropriate training for new hires, meet the needs of the existing team, and meets company retention, training, culture-match and compliance requirements.
- Compliance - Ensure laws are followed with respect to interviewing techniques and offers of employment.
- Temporary Agriculture Workers H2A Program Coordinator – Responsible for the administration of the company’s Temporary Agriculture Workers H2A Program
- Audit Employment Practices - Audit H2A sites prior to arrival and periodically throughout stay to ensure company H2A program and practices are compliant with US Department of Labor, Federal and state rules, regulations and procedures as related to employment, safety and immigration/work visa requirements.
- Audit Housing and Transportation - Ensure housing and transportation requirements are met at the various H2A worksites
- Responsible for Compliance Issues – Ensures any compliance issues with H2A requirements.
- Coordinate H2A Worker Orientation - Conduct and regularly review and update H2A employee orientation and safety training as needed.
- Handle H2A Employee Matters - related to wages, injuries and medical visits, social security administration, safety, housing and transportation.
- Arrival and Departure - Coordinate the arrival and departure activities for the H2A program.
- Auditor Liaison - Act as liaison with auditors to ensure H2A program is compliant.
- Conduct various administrative and record keeping activities.
- Farm Labor Contractor Coordinator – Responsible for the administration of the Farm Labor Contractors

- Audit Employment Practices - Audit FLC training records, license, personnel information, pay rates, time sheets time through-out the contract period to ensure company program and practices are compliant with US Department of Labor, Federal and state rules, regulations and procedures as related to employment, safety and the Migrant and Seasonal Agriculture Worker Protection Act (MSPA) requirements.
- Responsible for Compliance Issues – Ensures any compliance issues with FLC requirements.
- Coordinate FLC Worker Orientation - Conduct and regularly review and update FLC employee orientation and safety training as needed.
- Handle FLC Employee Matters - related to wages.
- Conduct various administrative and record keeping activities.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Worksite Conditions: While performing the duties of this job, this team member will work in the office, and field or other department areas.

QUALIFICATIONS:

The following qualifications are preferred to successfully accomplish this position:

- Minimum of bachelor's Degree in Human Resource Management, Business Administration or related field preferred, or the equivalent combination of education and experience.
- Five+ years combined experience in human resources managing all phases of the recruitment and hiring process preferably in an agricultural environment.
- Must be bilingual English/Spanish fluency, both verbal and written, required.
- PHR/SHRM-CP certification preferred.
- Bilingual English/Spanish presentation skills required, must be comfortable leading presentations and meetings with team members including management teams.
- Ability to create and implement sourcing strategies for recruitment for a variety of roles.

- Proficient in Microsoft Office Suite (Word, Excel, and PowerPoint) required, Learning Management Systems and HR information systems experience strongly preferred.
- Must be able to work independently, prioritize responsibilities, and meet deadlines.
- Professional verbal and written communication and grammar/punctuation skills, including the ability to develop written communication in both English and Spanish.
- Ability to work collaboratively and respectfully, identify and solve workplace issues, and maintain a supportive and trustworthy working relationship with all team members.
- Ability to travel to assigned remote company locations and occasionally other company ranch locations as needed. (30% +/- travel)

Duncan Family Farms is an equal opportunity employer

Please send your resume to Linda Kennedy <linda@duncanfamilyfarms.net>