

Requisition Number: PFC78

Job Title: HR Generalist - Recruiter

Company: Paramount Farming

Area of Interest: Administration

City: Bakersfield

State/Province: California

Position Type: Full Time - Permanent

Job Description: Paramount Farming Company is California's largest grower of pistachios, almonds and pomegranates. Headquartered near Bakersfield, CA the company farms 95,000 acres in the Central Valley. Over its many years in operation, Paramount has demonstrated a strong entrepreneurial spirit of commitment to innovation and growth from its owners, management team and associates.



### **DESCRIPTION:**

Paramount is looking for a **HR Generalist - Recruiter** to join its Human Resources team. The **Generalist - Recruiter** plays a key role in providing full lifecycle recruiting and performing designated work as a supportive staff of member to the Human Resources department.

### **PRIMARY RESPONSIBILITIES:**

- Provide HR Generalist support, including but not limited to the following areas: recruitment, new employee orientations, onboarding, employee relations, training, and benefits/wellness assistance.
- Develop and maintain strong working relationships with managers, vendors, and community organizations.
- Create partnerships that yield successful candidate pools and potential employees.
- Foster existing relationships and create new relationships with appropriate colleges, vocational schools, and professional organizations to attract and recruit alumni.
- Assist in the presentation, selection, offer, negotiation, closing, and administrative components involved in full lifecycle recruiting.
- Visit all hiring-manager departments to develop a thorough understanding of the department culture and uses that understanding to help candidates fully understand the opportunity.
- Coordinate employee skill and professional development trainings, including maintaining master company training calendar.
- Develop a training tracking system to document employee participation and level.
- Develop standard operating procedures for HR activities
- Stays informed of trends and innovative recruiting and other HR techniques in order to maintain high professional practices.
- Will be responsible for the coordination or assistance of occasional company events and program including but not limited to company picnic, benefits and wellness events, summer internship, etc.
- Assist the HR Manager with additional tasks as assigned

Requirements:

### **Key qualifications include, but are not limited to the following:**

- Minimum 2 years experience in full lifecycle recruiting, preferably in the farming/agriculture/technical industry
- Minimum 2-4 years in human resources
- B.S. in Human Resources, Communications, Marketing, or related discipline
- Must be bilingual in English and Spanish (verbal and written)
- Must be able to manage competing demands, accept criticism and constructive feedback, while being extremely adaptable and flexible
- Knowledge and extensive past use of database management, experience with Vantage and Recruiter ADP desired

- Excellent project management, writing, oral communication skills are required
- Good presentation and presentation skills
- Ability to deal sensitively with confidential material
- Strong initiative and solid judgment abilities/skills
- Intermediate knowledge of Microsoft Office Suite of applications and the use of email
- Must be Internet savvy and experienced in mining online databases
- Must have the ability to quickly learn systems, processes, and procedures
- Self-starter with ability to work independently with minimum supervision
- Ability to multi-task while maintaining close attention to detail

Apply online at: <http://www.roll.com/careers/job-search>

Paramount Farming Company is an equal opportunity employer.