



COMPLIANCE ANALYST – HR

(Salinas, California)

DEPARTMENT: Human Resources

REPORTS TO: Senior Director of Human Resources and Risk Management

Pacific International Marketing (Pacific), a leader in the produce industry, is seeking a full-time Compliance 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 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.
- Assist in identifying best practices, and organizational efficiencies, as well as assist HR team in applying human resource policies and programs.
- Calculate and prepare Workers' Compensation monthly/annual reconciliations and all other recordkeeping and reporting required by local, state and/or federal agencies.
- Recordkeeping of employee time-off accruals and benefits, and leave of absence programs.
- Maintains personnel information and scheduling outlook calendar reminders.
- Provides general support of HR functions to the management team as needed.
- Draft replies to Federal/State agencies; research and compile information on compliance updates.

CANDIDATE MUST POSSESS THE FOLLOWING SKILLS/QUALITIES:

- Bachelor's degree required
- A minimum of 1+ years of administrative experience required; legal, agricultural industry and/or HR experience a plus.
- 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 required.
- Strong attention to detail, and must be able to work in a fast-paced environment (Mandatory)
- Bilingual and bi-literate required.