

## Job Description

### **TITLE – Registration / Human Resources (HR) Clerk**

**DUTIES** - Under supervision from the Human Resources Manager, the Registration/HR Clerk performs varied new hire registration and human resources functions. Day to day activities require the use of initiative and good judgment, particularly when prioritizing work or dealing with foremen, supervisors and hourly employees. Must be able to read, write and speak English and Spanish, work in a fast-paced environment and work well with others. Previous HR experience a plus. We offer excellent benefits and compensation, on-going training opportunities, and a belief in a work/life balance. As D'Arrigo Bros. is a technologically advanced company, this position will be using a laptop, iPad, Mi-Fi, docking station and Microsoft Office products. The position is based in Salinas with seasonal relocation to Yuma, Arizona from November through March. A per diem is provided for seasonal relocation.

### **Standard Registration / Human Resources clerical duties:**

- Work out of Salinas approximately nine months of the year (March to November) with seasonal relocation to Yuma, Arizona (November – March)
- Register new hires to include:
  - Confirm every new hire has authorization from foremen to be hired by reviewing completed New Hire card or Re-hire status
  - Inspect, verify, and determine if documents in support of the I-9, Employment Eligibility Verification Form, are acceptable
  - Search Great Plains database to determine that the employee information does not already exist
  - Guide new hires to complete the new hire paperwork to include:
    - i. I-9 Employment Eligibility Verification,
    - ii. W-4 Employee's Withholding Allowance Certificate,
    - iii. Medical enrollment form, and
    - iv. Company rules and regulations
  - Communicate with harvesting supervision to determine where to complete registration, if needed
  - Drive to agreed location to complete new hire registration in the fields
- Ability to work out of mobile office and in fields
- Assist returning seasonal employees with updating their personal information to include: change of address, W-4, direct deposit, medical enrollment and check replacement forms.
- Perform internal I-9 audit of active employees working in Yuma/Brawley
- Make personnel file labels and assure all documentation has been checked and completed properly
- Monitor complaints or issues at the registration van and direct them to the proper person
- Assist foremen and supervisors as needed with employee information in Great Plains

- Determine federal and state leave of absence for employees

### Qualifications:

- Regular hours rotate on a weekly basis between 4:30 – 5:30 a.m. to 1:30 p.m. Monday – Friday and 7:00 a.m. – 4:00 p.m. Monday - Friday
- Work schedule may include OT and weekends
- Bi-lingual/bi-literate in English/Spanish
- Seasonal relocation to Yuma, must be available for occasional travel to Brawley, CA
- Working knowledge and experience of Excel and Word
- Must possess strong data entry skills with speed and accuracy
- Excellent customer service skills on the phone and in person
- Organized team player who works well with a variety of people with a minimum of supervision
- Thrive in a fast paced environment and handle pressure while managing multiple tasks
- Regular and consistent attendance mandatory
- Ability to take direction from multiple managers
- Valid driver's license and clean record