

JOB DESCRIPTION

TITLE - Human Resource / Front Desk Clerk

DUTIES - Under supervision from the Human Resources Manager, performs varied human resource functions. Day to day activities require the use of initiative and judgment, particularly when prioritizing work or working with foremen, supervisors and hourly employees. Must be discreet working with employee confidential information.

Standard human resource clerical duties:

- Assist employees at the HR department front counter:
 - Answer questions regarding employee's pay, health insurance eligibility, seniority, or leaves of absence
 - Collect assigned equipment from field employees
 - Assist foremen and supervisors as needed
 - Distribute checks to employees and foreman
 - Call employees regarding their checks in the box
- First to answer calls to the HR main line
 - Direct the employee emergency calls to harvesting supervision
- Monitor complaints and suggestions at the counter and direct them to the proper person
- Complete and respond employment verifications, EDD audits, etc.
- Enter personnel data in Great Plains system, including insurance information
- Post employee status changes in system and into employees file rap sheet, attach to proper page in file
- Cross-train in human resources in all commodities to assist other staff
- Maintain up to date seniority lists for all crews
- In the absence of a registration clerk, register new hires
- Distribute applications for the Plant and review incoming applications for completeness
- Other duties as assigned by the manager and director

Knowledge of:

- Operation of standard office equipment, including a personal computers and appropriate software such as Windows, Word and Excel
- Must be able to read, write and speak English and Spanish
- General human resource regulations and procedures

Qualifications:

- Regular hours are 9:00 a.m. to 6:00 p.m. Monday – Friday
- Available to work some Saturdays as needed
- Work schedule may include OT
- Must possess strong data entry skills with speed and accuracy
- Strong 10 key calculator skills
- Excellent customer service skills on the phone and in person
- Working knowledge and experience of Excel and Word
- 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