



External Applications and Resumes must be turned in by 3:00 pm on March 23rd, 2012.
Internal Employee Transfers and Resumes must be turned in by 5:00 pm on March 23rd, 2012.

Bilingual Human Resource Generalist

Human Resources Reference #12-25

Internal & External Posting

Number of openings: 1 Fulltime, Year Round
Location: Administration Building
Working Shift: Day Shift
Hours & Work Days: 8:00 am – 5:00 pm, Monday - Friday; Hours and/or Shifts may vary
Reports To: Human Resources Director
FLSA Status: Non Exempt

External applicants may apply at Work Source located at 215 Bridge St. in Wenatchee, Or you may mail in your resume to Attn: Human Resources, PO Box 2779 Wenatchee, WA 98807. Current Stemilt employees if interested may apply in the Human Resource Department.

Summary: Administration of the day-to-day operations of the Human Resources Department, helping with the implementation of services, policies and programs that occur within the departments' functional areas, including employment, training and development, benefits, leave of absences, and employee relations.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience

- One year of college education or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.

Language Skills

- Ability to read and write fluently in English and Spanish
- Ability to read and interpret/translate documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before large groups of customers or employees of organization.

Mathematical Skills

- Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's.

Reasoning Ability

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to multitask with numerous interruptions.
- Ability to have high tolerance of stress.

Computer Skills

- Human Resource Information System
- Order processing systems
- ADP Payroll systems
- Microsoft Office Software

Certificates, Licenses, Registrations

Valid WA State Driver License

Other Skills and Abilities

Written and Verbal fluency in both English and Spanish is required.

Other Qualifications

Visibility requires maintaining a professional appearance and providing a positive company image to the public.

Essential Duties and Responsibilities

- Establish and maintain professional working relations with applicants and employees
- Answer telephones and transfer to appropriate staff member
- Meet and greet clients and visitors courteously and professionally
- Assist with questions and problems courteously and promptly
- May enter new hire information in the payroll system database
- Maintains Human Resource Information System records and compiles reports from database.
- Ensure that files and records are maintained in accordance with legal requirements and Company policies and procedures
- Ensures that terminated personnel files are in accordance with the company's document retention policy
- Process employment verification forms and name change documents
- Pull terminated personnel files, and I-9, on a weekly basis
- Maintain the confidentiality related to all aspects of the department
- Assist with the pre-screening process

- Determine employee eligibility and calculate balances of FMLA days during the past 12 months
- Review employee demographics-important for mailing forms and letters
- Notify employees when and what documentation is needed and provide them appropriate leave forms if needed
- Prepare re-certification letters
- Ensure exceptional customer experience by responding timely and accurately to questions and provide guidance
- File medical notes and other paperwork when needed
- May prepare and distribute communication materials, including New Hire packets
- Ensure that the work area is clean, secure and well maintained
- Make employee and vendor ID badges
- Ensure that supplies are available
- Perform general clerical duties to include photocopying, faxing, filing
- Assist with Job Postings
- Assist with conducting New Hire Orientations
- Participate as a member of the HR Team to support routine activities and special projects
- Assist with translating documents
- Other duties may be assigned

Competitive compensation package and great benefit program. EOE AA.