



**External Applications and/or Resumes must be turned in by 3:00 pm on April 1<sup>st</sup>, 2011.  
Internal Employee Transfers and Resumes must be turned in by 5:00 pm on April 1<sup>st</sup>, 2011.**

## **Bilingual Human Resource Generalists**

Human Resources Reference # 11-043T  
Internal & External Posting

**Number of openings: 2 Fulltime, Temporary**  
**Location: Administration Building**  
**Working Shift: Day Shift**  
**Job Duration: Mid April – Mid August**

**External applicants may apply at Work Source located at 215 Bridge St. in Wenatchee.  
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, 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**

- High School diploma or GED.

#### **Language Skills**

- 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.

#### **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**

- 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
- 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
- Perform general clerical duties to include photocopying, faxing, filing
- Participate as a member of the HR Team to support routine activities and special projects
- Other duties may be assigned

**Competitive compensation package and great benefit program. EOE AA.**