

**AMYCEL • MONTEREY MUSHROOMS • SPAWN MATE**  
**NOTICE OF SALARIED POSITION**  
**September 2, 2008**

<b><u>TITLE</u></b>	HR Assistant
<b><u>LOCATION</u></b>	Royal Oaks, Watsonville
<b><u>SUPERVISOR</u></b>	Elsie Morales, HR Manager
<b><u>DATE OF OPENING</u></b>	Immediate

This is a full-time salaried non-exempt position. Normal working hours are 8:00 a.m. until 4:30 p.m. Monday through Friday. This position interacts with all levels of employees throughout the Company requiring a high level of interpersonal skills.

**Main Duties:**

- Maintain all employee personnel records, both PC and hard files, and medical, insurance, and personal data files. This includes status changes, evaluations, corrective actions, vacations, LOA's, rate changes, terminations, transfers, and new hires.
- Coordinate taking applications, screening, scheduling interviews, processing of new hires including scheduling pre-employment physicals, verifying employment eligibility with SSA/INS, conducting new employee orientation.
- Assist in reporting workplace injury claims and record keeping, and OSHA records keeping.
- Keep continuously updated on policies and procedures, state and federal laws and regulations controlling HR practices.
- Perform all requirements of sanitation, GMP/HACCP standards, including hairnet where required and personal hygiene policies.
- Translating documents as needed.
- Backup to receptionist and Security Monitor.
- Miscellaneous duties such as employment verifications, responses to unemployment claims, giving special assistance to employees.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Excellent attendance
- Basic knowledge of office equipment such as FAX, copier, ten key
- Ability to work with minimum supervision
- Must be Bi-Lingual in both Spanish and English.
- Must have the ability to maintain the highly confidential nature of Human Resources work.
- Must be very detail oriented and capable of multi tasking & prioritizing
- 2-4 years of clerical experience, preferably in Human Resources.

**Contact**

*To apply for this position, please contact Elsie Morales, HR Manager At 831 (728-8300 or fax your resume to (831) 721-2761*