

JOB TITLE: BI-LINGUAL HUMAN RESOURCE ASSISTANT
DEPARTMENT: HUMAN RESOURCES
REPORTS TO: HUMAN RESOURCE LEADER



POSITION PURPOSE AND OBJECTIVES

This position serves as Human Resource Assistant for the department and coordinates company-wide initiatives and programs for wellness, recruitment, employment onboarding, benefits, workers compensation, training, and employee relations. This position serves a critical role in ensuring that both English and Spanish speaking employees have access to company-wide information. The Bilingual Human Resources Assistant is under the direct supervision of the Human Resource Leader.

ESSENTIAL FUNCTIONS

1. Provides assistance and information to and act as a liaison for employees and other departments, handle confidential and non-routine information, and ability to clearly explain policies (in English and Spanish) when necessary.
2. Complete department tasks in a manner that maintains confidentiality of matters related to Cattle Empire, LLC business and personnel matters.
3. Access, input and retrieve accurate information from a computer including all information pertaining to Cattle Empire, LLC personnel.
4. Prepare all relevant forms, reports and documents and file the same.
5. Assist with coordination of performance evaluation process including tracking of documentation, calculations for any payroll related adjustments, and notification to employees.
6. Coordinate schedule of meetings and appointments for department personnel and maintain reservation calendar for building meeting rooms.
7. Prepare new hire packets and enrollment. Assist with orientation of new employees for benefits management. Explain company personnel policies, benefits, and procedures to employees.
8. Monitors sick and vacation leave and compensatory time for all departments, monitors and track Family Medical Leave Act usage, certifications and authorizations, return to work.
9. Manages and files all compensation claims.
10. Performs employment verification for wages and time with the Cattle Empire, LLC for third parties.
11. Coordinate and process all pre-employment, random, and accident investigation drug screenings with third party provider.
12. Distribute wellness information for the purpose of relaying information and promoting programs.
13. Act as liaison for special activities when time permits.
14. Compile and maintain personnel records, such as address, weekly earnings, absences, date of and reason for termination.
15. May prepare reports for employment records, file employment records, or search employee files and furnish information to authorized persons.
16. Complete general clerical tasks of filing, copying, and answer the phone.

MARGINAL FUNCTIONS

1. Respond to change productively and complete other tasks as defined.
2. Assist in personnel advertising.
3. Serve as backup for payroll processing.
4. Assists with the recruitment process.

SUPERVISORY RESPONSIBILITIES

Not applicable.

MINIMUM EDUCATION AND EXPERIENCE

High school education or G.E.D and one to two years related experience and/or training; or Associate's degree or equivalent from a two year-college or technical school; or equivalent combination of education and experience.

GENERAL QUALIFICATIONS

Valid driver's license.

Ability to speak, read, write and understand Spanish fluently.

Technical training coursework in computer software programs for word processing, spreadsheet databases, and inventory.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to communicate effectively with the public.

Ability to keep information confidential.

Ability to operate computer, 10 key, copier, multi-line phone system, fax, and scanner.

Ability to work independently without supervision and uses own judgment in determining priorities and procedures used, obtaining assistance in new or unusual situations.

Knowledge of word processing, databases, spreadsheets, software programs such as payroll, time and attendance.

Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, employee relations, human resource information systems.

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

COMPETENCIES

Dependability

Customer Service

Job Knowledge

Initiative

Cooperation

Planning & Organization

MENTAL AND PHYSICAL CONDITIONS

The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; sit, walk, use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee may on rare occasion lift and/or move up to 25 pounds.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Stressful situations may occur when dealing with the employee situations.

The undersigned certify that this Job Description has been reviewed and is understood.

EMPLOYEE _____ DATE _____

DEPARTMENT HEAD _____ DATE _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.