

WILSON ARTISAN WINERIES

JOB SUMMARY:

The Human Resources Coordinator performs various administrative duties and human resources functions in order to fully support the goals and objectives of the human resources department and the organization as a whole.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responds to various requests for information from both internal and external customers, including, but not limited to: benefits, leave of absence, unemployment and workers' compensation claims, verifications of employment, EDD audits, etc.
- Reviews and distributes resumes to hiring managers and sets up interviews as requested.
- Creates and updates job descriptions.
- Performs reference checks for candidates.
- Prepares termination paperwork and conducts exit interviews.
- Performs new hire orientation and sets up personnel files.
- Sets up new hires in ADP and updates database as needed.
- Prepares correspondence, sends faxes, emails and letters as needed.
- Reconciles monthly invoices for all benefit carriers.
- Explains policies, procedures, leave of absences and benefits.
- Updates policies and procedures as directed.
- Prepares and monitors claims for workers compensation and maintains the OSHA 300 log.
- Tracks performance reviews and required training. Sends out invitations and reminders as needed.
- Prepares for and conducts meetings and training sessions.
- Maintains HRIS database and HR filing system.
- Maintains the security and confidentiality of all information related to the human resources function.
- Prepares and distributes monthly anniversary and birthday reports.
- Translates information from English to Spanish and vice versa, in both oral and written formats.
- Creates and sends leave of absence letters and tracks leave of absences.
- Takes ownership of safety program.
- Able to work in a cooperative manner as part of a team.
- Flexible and able to quickly change course when needed.
- Other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE:

High school diploma or GED required.

PHR/SPHR certificate preferred.

Two years of full-time, successful, hands-on human resources Coordinator experience in a medium or large company environment, preferably in the wine industry.

Must possess a valid, California driver license with a reliable, insured vehicle and an acceptable driving record.

LANGUAGE SKILLS:

Must possess advanced communication skills in written, type written and oral formats. Must be fluent in both English and Spanish. Able to communicate in a professional manner at all times.

MATHEMATICAL SKILLS:

Able to perform basic calculations and conversions such as addition, subtraction, division, multiplication, decimals and percentages. Able to accurately reconcile invoices.

REASONING ABILITY:

Must be able to analyze information and make sound decisions and/or recommendations based on same. Able to effectively problem solve.

COMPUTER SKILLS:

Intermediate to advanced skills in all aspects of Microsoft Office Suite and HRIS system required. Proficiency with ADP TotalSource preferred.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. A reasonable accommodation, if available, may be made to enable individuals with disabilities to perform the essential functions.

Incumbents will be required to lift up to 20 lbs. on a regular basis. Must be able to sit for long periods of time and operate standard office equipment in a safe and efficient manner. Must be able to speak, listen, hear and see.

WORK ENVIRONMENT:

The work environment is in an office setting for the most part; however, travel to other Company locations throughout Sonoma and Mendocino County will be required.

Wilson Artisan Wineries is an equal opportunity employer.