

MARTINELLI VINEYARD MANAGEMENT

JOB DESCRIPTION



POSITION: Payroll Administrator / HR Coordinator

REPORTS TO: HR Manager

Position Summary:

The Payroll Administrator / HR Coordinator will carry out the day-to-day functions of the Human Resource (HR) department including the administering pay, benefits, and leave, and enforcing company policies and practices as well as the management of the company H2A program.

Responsibilities:

- Reviews time and attendance records for accuracy and compliance
- Prepares and processes the full cycle weekly payroll
- Generates pay checks and direct deposits
- Reviews employee deduction and contribution forms for completeness and accuracy and makes necessary entries into the payroll system
- Sets up and maintains all employee file records
- Administers benefits plan enrollment to include eligibility notification, auditing enrollment information for accuracy, and answering employee questions regarding benefits
- Maintains Employee Training programs and records
- Administers and monitors Worker's Compensation claims
- Manages the company H-2A program including, recruiting and logistics of foreign workers
- Establishes and maintains effective communication and working relationships with managers, supervisors, employees, and all external customers

Experience and Qualifications:

- Must be Bilingual in English and Spanish
- Minimum of 3 years' experience in a Human Resources role with exposure to all facets of HR including payroll, employee development, workers compensation, employee training, recruitment, benefits, and communication
- Experience in Ag or Vineyards is a plus
- Experience with QuickBooks and MS Excel/Word/PowerPoint
- Highly organized with an eye for detail
- Excellent written and oral communication skills
- Demonstrated ability to work effectively and flexibly in a rapidly changing, fast-paced environment
- Must be proactive, detail-oriented, a self-starter, able to take responsibility and maintain high quality and accuracy in meeting company deadlines
- Strong personal leadership skills, including problem solving and analytical skills

Physical Requirements:

- Light physical activity performing non-strenuous daily activities of an administrative nature. Manual dexterity sufficient to reach, handle items, and work with the fingers. May require lifting and moving objects up to 30 lbs. in weight.
- This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary.

RESUMES CAN BE EMAILED TO JUAN GAMEZ AT JUAN@MARTINELLIWINERY.COM AND ANYONE WITH QUESTIONS IS ENCOURAGED TO CALL 707-525-1018