

NOTICE OF SALARIED POSITION
TEMPORARY POSITION

May 27, 2010

Job Title: Human Resources Assistant
Reports To: Human Resources Manager
FLSA Status: Salary Non-Exempt

DESCRIPTION:

This position does not have any medical benefits, holiday pay, vacation or sick time. The duration of the position is ninety-days and is subject to review September 30, 2010.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. 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, area/department headcounts, terminations, transfers, and new hires.
2. Coordinate taking applications, screening, scheduling interviews, processing of new hires including scheduling pre-employment physicals, verifying employment eligibility with SSA/DHS, conducting new employee orientation.
3. Assist in reporting workplace injury claims and record keeping, and OSHA records keeping.
4. Maintain employee ID badge program.
5. Keep continuously updated on policies and procedures, state and federal laws and regulations controlling HR practices.
6. Observe and practice safety and housekeeping procedures at all times. Attend Safety Meetings.

SECONDARY RESPONSIBILITIES

1. Translating documents as needed. Interpreting for employees and managers in various meetings, training, counseling sessions, etc
2. Miscellaneous duties such as employment verifications, insurance coverage verifications, responses to unemployment claims, giving special assistance to employees.
3. Run weekly employee headcount reports and monthly turnover reports.

QUALIFICATIONS

Excellent computer skills

Knowledge of office procedures, telephone etiquette, and excellent interpersonal skills

Basic knowledge of office equipment such as FAX, copier, ten key

Ability to work with minimum supervision

Bi-lingual/Bi-literate English/Spanish required in order to communicate with and interpret for employees, and to translate documents.

EDUCATION and/or EXPERIENCE

High School diploma

2-3 Years experience

To apply for this position or for additional information, please contact:

Monterey Mushrooms, Inc.
Attn: Ernesto Ybarra Human Resources
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