

Human Resources Associate

Job Announcement

La Tapatia Tortilleria, Inc, a leading food manufacturer and distributor is seeking an experienced, enthusiastic and career-minded **Human Resources Associate** to join its dynamic team in Fresno, California. Responsible for improving accountability and communication, this key position will lead all human resource functions to support the team.

Core duties include but are not limited to the following:

- Enforcing all HR policy and procedures and ensuring compliance
- Assisting with employee staffing and engagement
- Managing the recruitment process
- Supporting the HR Director with employee training and development
- Administering the health benefits programs
- Reviewing employee time sheets and assisting with payroll
- Resolving employee grievances and assisting with workplace investigations
- Processing worker's compensation claims as needed

Qualifications:

The successful candidate will possess the following qualifications or any combination of knowledge, skills and experience demonstrating the ability to successfully perform the job:

- High School Diploma or equivalent required
- Must be able to speak, read, write and translate documents in Spanish
- Excellent organizational skills and ability to maintain compliant employee personnel files;
- Excellent verbal and written communication skills
- Strong interpersonal skills; ability to work effectively with a diverse group of employees
- One year of experience in a human Resource position or studying Human Resource Management in school is preferred; but not required

Position offers competitive salary and benefits.

Hourly Pay Range \$17-\$19

Apply online through La Tapatia's website www.tortillas4u.com

Deadline: June 14th

An Equal Employment Opportunity Employer.