

Job Title:	Bilingual Human Resources Specialist	Organization:	Rastelli Foods Group
Department/Group:	Human Resources	Reports To:	HR Manager
Location(s):	300 Heron Drive Swedesboro, NJ 08085 504 Sharptown Road Swedesboro, NJ 08085	Position Type (Full Time, Part Time, Contract, etc.):	Full Time
Hourly / Salary:	Hourly	Travel Time:	Some

Job Description: Plans and administers policies relating to all phases of human resources activity. Human Resources Specialist will recruit, screen, interview, and place workers. They will handle tasks related to employee relations, compensation and benefits, and training.

Essential Duties and Responsibilities:

- • Maintains highest standards of confidentiality.
- • Responds to inquiries regarding policies, procedures, and programs.
- • Recruits, interviews, and selects employees to fill vacant positions. Assists HR team in interviewing, hiring, terminations, promotions, performance review, safety, and sexual harassment.
- • Manages temporary staffing needs.
- • Participates and supports the Events Committee.
- • Plans and conducts new employee orientation to foster positive attitude toward company goals.
- • Participates in developing department goals, objectives, and systems.
- • Manages and monitors career pathing/performance management programs. Assists in compliance with USCIS Form I-9 Employment Eligibility Verification; periodically audits Forms I-9. Maintains employee files and other documentation.
- • Partners with Comp/Benefits in administering the benefits programs such as life, health, dental and disability insurances, pension plans, vacation, sick leave, leave of absence, and employee assistance for their respective sites.
- • Assists in the administration of the performance review program to ensure effectiveness, compliance, and equity within organization.
- • Assists in coordinating training/educational activities for the Plant. Assists departments with the development of training/educational curriculum and activities.
- • Assists with employee corrective action administration. Conducts effective, thorough and objective formal investigations and provides appropriate documentation.
- • Administration of the pre-employment process.
- • Create and post communications (table talkers, Marlin boards, postings, announcements, etc.) in all languages.
- • Evaluates reports, decisions, and results of department in relation to established goals. Recommends new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed.
- • Imputes and manages the HRIS system including new hire inputs, promotions, transfers and terminations. Audits the HRIS system to insure correct management of the information. Creates and analyzes Employee data to insure a proactive approach to Company goal and strategy.
- • Monitors tardy and absenteeism reports and ensures proper documentation is issued on employees who have excessive tardiness or absenteeism problems. Reports vacation, sick, personal day and holiday use to payroll and scheduling. Maintains and distributes report of same.
- • Provides general administration support to HR Manager and Director of HR.

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Education and Experience:

- • Bachelor's degree and/or 1 - 3 years' of HR experience

Skills and Competencies:

- • Fluent in speaking, reading and writing Spanish required
- • Computer knowledge is essential, (MS Office, HRIS systems)
- • ADP's payroll and HR systems experience
- • Ability to work well with all levels of management and employees
- • Training, communication and public speaking skills required
- • Able to work independently and in groups

Physical and Work Environment:

- • Sitting for extended periods of time using a computer.
- • Visit production floor as needed (cold, wet environment)

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