



AgReserves, Inc.

Position: **HR Coordinator**

Location(s): This position will be based out of the South Valley Farms office in Wasco, CA.

Company Profile: AgReserves, Inc. is a multi-national, multi-corporate company that operates investment farms and ranches throughout the world. The Permanent Plantings Division, one of the company's business units, includes (among other operations): Almonds and Pistachios in Wasco, CA; Walnuts and Prunes in Chico, CA.

Description:

The HR Coordinator reports to the HR Manager and is responsible for the administrative functions within the department and assists in providing Human Resources programs and services to the assigned operations.

Skills /Education:

Required Qualifications:

- Four years of HR administrative work experience or a bachelor's degree in Human Resources.
- Valid CA driver's license.
- Service mindset and well-developed interpersonal skills.
- Strong organizational/planning skills and the ability to prioritize multiple tasks.
- High attention to detail and problem-solving ability.
- Confidentiality, discretion and good decision making are required.
- Strong communication skills; written and verbal.
- Ability to create documents and provide reporting/analysis under pressure.
- Experience with HR databases, timekeeping and HRIS systems. Lawson, Timeclock+ and/or Kronos a plus.
- Intermediate to advanced working knowledge of personal computers, including MS Outlook, PowerPoint, Word, Excel & Visio.
- Experience creating detailed formulaic reports using Excel.
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or government regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present and handle questions from employees.

- Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of information and deal with several abstract and concrete variables.

Desired Qualifications:

- Bilingual (English / Spanish) preferred.
- 1-2 years payroll experience preferred.

Salary/Benefits: Salary is commensurate with experience. Full-time employees receive excellent benefits including: Medical, Dental, Group Term Life, Disability, Retirement Savings Programs (401k and Retirement Plus Plan), Flex-Spending, and other value-added benefits.

To Apply: Please send your resume via email to careers.svf@svfnuts.com with the job title “SVF HR Coordinator ” in the subject line.