



Human Resources Assistant
Raisin Administrative Committee

Job Announcement

The **Raisin Administrative Committee** (RAC) is seeking applicants for a **Human Resources Assistant** position. Located in Fresno, CA, the RAC is a federal marketing order, led by growers, packers and a public member. With direct oversight from the United States Department of Agriculture (USDA), the RAC reach extends to 18 foreign nations. The RAC collaborates with the California Raisin Marketing Board (CRMB) and the California Department of Food and Agriculture (CDFA).

Essential Duties include (but are not limited to):

- Assist the President/General Manager to develop and implement policies, the performance evaluation process, new hire orientation and other essential human resources functions
- Administer the employee benefits programs, key new enrollments and life event changes
- Process payroll, prepare reports, track attendance and various leave programs
- Monitor the 401(K) program - deposits, disbursements and reconcile accounts
- Administer the safety and health programs; investigate, report and remedy all work-related injuries
- Administer risk management and insurance carrier plans (general liability, property, fleet/auto)
- Perform various accounting and accounts payable duties; reconcile bank statements

The desired candidate will possess these qualifications:

- Bachelor's degree in Human Resources, Business or a related discipline, preferred
- An equivalent combination of experience and education will be considered
- Three (3) years' experience performing general human resources duties
- Knowledge of General Accounting Principles is preferred
- Proficiency in MicroSoft Suite, computers and various software - QuickBooks, Accounting
- Strong organizational skills with ability to multi-task under pressure of deadlines
- Strong verbal, written and interpersonal communication skills
- Customer service oriented for both internal and external customers

Position offers a competitive annual salary of \$35,000 - \$40,000. A generous Employee Benefits package.

An Equal Opportunity Employer.

Apply online through Sierra HR Partners.

For inquiries by telephone call (559) 431-8090.